

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, 17 May 2016 at 6.30p.m.

PRESENT: Councillor J.M. Johnson (Mayor)
Councillor: B. Scragg (Deputy Mayor) see minute nos. 2.2 / 3.
Councillors: P.J. Curtis, Mrs. K. Davies, Mrs. R. Dolphin, D.W. Jones, P.J. McGarry, E.B. Palmer, Mrs. M.D. Phelan, H.G. Roberts, K. Roberts, L. Thorley, Mrs. S.E. Wallbanks, E. Watkinson and P.A. York.

APOLOGIES FOR ABSENCE were received from Councillors Mrs. M. Auty and J. Griffiths.

IN ATTENDANCE: D.C. Pierce (Clerk) and M.G. Fearnley (Community Engagement Officer).

1. WELCOME

The Town Mayor, Councillor P.J. McGarry, extended a warm welcome to all present at the meeting.

2. ELECTION OF MAYOR – MUNICIPAL YEAR 2016/17

2.1. Retiring Mayor's Remarks – Review

Councillor P.J. McGarry, as the retiring Mayor, looked back with affection over his first term of office. It had been a busy and challenging time with opportunities to promote the town. He thanked all those who had provided valued support and encouragement, with special mention given to the Mayoress, the Deputy Mayor and the Clerk.

During his Mayoral year he had been especially proud of the achievements of young people such as those he had met at the local junior football clubs' presentation evening at the beginning of his term. He believed that there was a wealth of talent within the community as well as a rural heritage. Although it had not been possible because of time constraints to celebrate this through an appropriate community event or similar, he hoped that it was something that the incoming Mayor would be prepared to consider and moving forward.

His last engagement had been to welcome this year's delegation to the town from St. Gregoire. The Council's inscribed gift of a small Welsh Royal Crystal decanter, together with Holy Water from St. Winefride's Well, had been gratefully received and much appreciated.

In closing, he said that both he and the Mayoress had enjoyed their new civic role. He was delighted to announce that a sum of £675 would soon be on its way to 'Help for Heroes' after his charity event last March.

2.2. Mayor's Election

RESOLVED:

That Councillor Joseph Malcolm Johnson (East Ward) be elected Mayor of Holywell Town Council for 2016/17.

2.3. 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 the retiring Mayor. He signed the Declaration of Acceptance of Office (countersigned by the Clerk).

Councillor J.M. Johnson chaired the remainder of the meeting.

Following the Mayor's announcement, the Mayoress, Mrs. Sue Johnson was invested with her Chain of Office by the retiring Mayoress, Mrs. Lisa McGarry, the ladies thereafter exchanging floral gifts.

The Mayor presented the retiring Mayor, Councillor P.J. McGarry, with an inscribed Council plaque to mark his term of office 2015/16 and also a personal gift.

2.4. Newly Elected Mayor's Statement

Members wished the new Mayor well. This was the second occasion that he had been elected to serve as Holywell Town Mayor. He thanked Members for their confidence and kind sentiments. Also, his wife Sue, for being his Mayoress and to past Mayor, Councillor McGarry, for his work in office.

The Mayor's Civic Service was proposed to be held on Sunday, 16 October. His main charity for the year was the Memory Café – Holywell. Taking on board Councillor McGarry's earlier comments, he would be looking to hold a 'Pride in Holywell' community day event on 4 March 2017 (nearest Saturday to St. David's Day) involving young people/groups and representatives from the rural community, with his Charity Ball following on at the Stamford Gate in the evening. More information about these would follow at later Council meetings.

3. ELECTION OF DEPUTY MAYOR – MUNICIPAL YEAR 2016/17

RESOLVED:

That Councillor Barry Scragg (Greenfield Ward) be elected Deputy Mayor of Holywell Town Council for 2016/17.

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).

Councillor Scragg referred to the importance of maintaining a team approach in times of continuing austerity and the challenges facing the Authority and local government generally in years to come.

4. PRESENTATION TO FORMER HOLYWELL TOWN MAYOR – 2015/16

The Mayor presented a Past Mayor's Jewel (Medal) to Councillor P.J. McGarry.

5. DECLARATIONS OF INTEREST – MEMBERS' CODE OF CONDUCT

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

Minute No.	Name of Councillor	Personal	Prejudicial	Nature of Interest
12.2 (055006)	E. Watkinson	√	√*	My property value may be affected by the development
12.2 (055190)	E. Watkinson	√	√*	“ “ “

*Member left the meeting room for the discussion and voting.

The Clerk also declared an interest in minute no. 20 and left the meeting for the discussion and voting.

6. FLINTSHIRE NORTH POLICING UPDATE

Sergeant Mike Wilson attended for this item. He summarised the latest set of crime figures for the community, which raised no major issues of concern, and answered Members' questions. He undertook to forward to the Clerk information from the statistical returns that could then be circulated to Members.

RESOLVED:

That Sergeant Wilson be thanked for attending the meeting and for the exchange of information.

7. 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:

That the following Members be appointed to serve on the bodies listed for 2016/17.

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|---|---|
| (a) Holway Community Centre | subject to ongoing review |
| (b) The Holywell Band | Councillor P.J. Curtis |
| (c) North & Mid Wales Association
of Local Councils | Councillor P.J. Curtis
Councillor Mrs. K. Davies
Councillor P.A. York
Deputy: Councillor Mrs. 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 D.W. Jones
Councillor L. Thorley |
| (g) Estuary Voluntary Car Scheme | Councillor Mrs. 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) Policing Partnership Working
Meetings | Councillor J.M. Johnson (East)
Councillor K. Roberts (Central)
Councillor B. Scragg (Greenfield)
Councillor P.A. York (West) |
| (l) Flintshire County Forum | Mayor
Councillor Mrs. M. Auty
Councillor P.A. York
Deputy: Deputy Mayor |
| (m) Holywell Town Centre
Partnership | Councillor E.B. Palmer
Councillor B. Scragg
Councillor L. Thorley
Deputy: Councillor P.J. McGarry |
| (n) North Wales Play
Association | Deputy Mayor |
| (o) Flintshire County Council –
County Standards Committee
Joint Meetings | Councillor P.J. Curtis |

- (p) Woodland (Lluesty) Steering Group Councillor E. Watkinson
- (q) Flintshire Local Access Forum Councillor B. Scragg
- (r) Hope 37 Youth Trust/Hope Café Project Councillor L. Thorley
- (s) Holywell Relief in Need Charity Councillor D.W. Jones

8. APPOINTMENT OF CHAIRMAN OF FINANCE COMMITTEE

RESOLVED:

That Councillor Barry Scragg be appointed Chairman of the Finance Committee of Holywell Town Council for 2016/17, 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.

9. 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:

That the Sub-Committees for 2016/17 be appointed as follows:-

Audit Sub-Committee

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

Council Offices Sub-Committee

Councillor P.J. Curtis
 Councillor Mrs. K. Davies
 Councillor Mrs. R. Dolphin
 Councillor P.J. McGarry
 Councillor E.B. Palmer
 Councillor L. Thorley
 Councillor Mrs. S.E. Wallbanks

Holywell & Greenfield Development Sub-Committee

Councillor Mrs. M. Auty
 Councillor Mrs. R. Dolphin
 Councillor D.W. Jones
 Councillor K. Roberts

Councillor B. Scragg
Councillor Mrs. S.E. Wallbanks
Councillor P.A. York

Town Centre Sub-Committee

Councillor Mrs. M. Auty
Councillor P.J. Curtis
Councillor Mrs. K. Davies
Councillor R. Dolphin
Councillor P.J. McGarry
Councillor E.B. Palmer
Councillor Mrs. M.D. Phelan
Councillor B. Scragg
Councillor L. Thorley
Councillor E. Watkinson
Councillor P.A. York

Wales in Bloom Sub-Committee

Councillor Mrs. K. Davies
Councillor J. Griffiths
Councillor D.W. Jones
Councillor P.J. McGarry
Councillor E.B. Palmer

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

10. **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 from the Mayor's Allowance and Charity Accounts, as appropriate.
- (3) That the current authorised Member signatories for the purpose of (1) above be confirmed as follows:-

Councillors P.J. Curtis, Mrs. K. Davies,
Mrs. R. Dolphin, L. Thorley and Mrs. S.E.
Wallbanks.

11. MINUTES

11.1. General

RESOLVED:

That the minutes of the following meetings be approved and signed as a correct record by the Mayor/Chairman of the appointed Committee/Sub-Committee, respectively

Council Meeting held on 19 April 2016;
Community Asset Transfer Committee held on 27 April 2016;
Council Offices Sub-Committee held on 4 May 2016.

11.2. Community Asset Transfer Committee

RESOLVED:

- (1) That the resolutions of the meeting held on 27 April 2016 be supported and approved.
- (2) That the Community Asset Transfer Working Group membership be as follows:

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

11.3. Council Offices Sub-Committee

That the resolution of the meeting held on 4 May 2016 be supported and approved subject to the 5% net contract retention figure (minute CO.21) being amended to read £2219.15 instead of £2217.15.

12. PLANNING

12.1. Planning Applications determined by the Clerk in consultation with the Mayor as the deadline for submitting the Council's observations was before the Council's May meeting

No.	Brief Description and Determination
055154)	Retention of ATM/associated signage – Stamford
055155)	Garage, Halkyn Road, Holywell: for Notemachine UK Ltd.

No objection.

RESOLVED:

That the action taken be supported and approved.

12.2. 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.

No.	Proposal
055006	Amendment to planning application no. 051727 Listed Building Consent 051728 to include additional 1no. apartment to Block B, 12no. apartments to Block C, 5no. apartments to Block A (Chapel) and a new build residential block to include 27no. apartments, to give a total of 89 residential units – former Llesty Hospital, Old Chester Road, Holywell for Kehar Builders Ltd.

Support the principle of development on the site, with appropriate traffic management including no access from the site to Old Chester Road.

055058	Outline application for the erection of 8no. semi-detached dwellings – Land off Fron Park Road, Holywell: for Mr. J. Davies.
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No objection in principle but the Council has concerns regarding access arrangements for emergency service vehicles.

055190	Demolition of existing garage and erection of two storey extension – 7 Yr Aber, Holywell: for Mr. & Mrs. Robert Marshall.
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Objection as there appears to be insufficient area for parking arising from the proposal.

055242	Display of new totem sign to car park entrance – Lidl, Coleshill Street, Holywell: for Lidl UK.
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No objection, provided the proposal meets conservation area requirements.

055289 Alterations and extensions to dwelling – Coed Mawr Farm,
Mostyn Road, Greenfield: for Mr. Wayne Lawler

No objection.

055289 Single storey sun lounge extension and increase of height to
east boundary fence to 1.7 metres – Dee View, Pen y Ball,
Holywell: for Mr. Mike Shepherd.

No objection.

(Note: Councillor H.G. Roberts did not vote on the above eight applications).

13. ACCOUNTS

13.1. Accounts for Payment

RESOLVED:

(1) 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>	£
6064 Dŵr Cymru/Welsh Water – Services at 12/13 Bank Place Offices	32.17****
6065 Wales in Bloom 2016 – Competition Entry	140.00^^
6066 Flintshire Cleaning Services (P. Worrall) Carpet Cleaning at 14 Bank Place Offices	60.00****
6067 M.G. Fearnley – Travelling 20/12/15 to 23/2/16	58.50***
6068 British Gas: Final Gas Bill – Bank Place Offices	249.16****
6069 British Gas: Final Business Electricity Bill – 12/13 Bank Place	77.91****
6070 Ideal Carpets – carpeting part of 14 Bank Place	385.20****
6071 Chubb Fire & Security Ltd: Work to security alarm system post contract work at 14 Bank Place	250.80****
6072 J.W.M. Roberts, Building and Joinery Contractor Ltd – payment no. 5 for contract work at 14 Bank Place	6,926.60****

6073	GBS Design Services – site visit, inspection and issue of Payment Certificate no. 5 for contract work at 14 Bank Place	150.00****
6074	St. Winefride’s Primary School – Donation – Wales in Bloom Schools Project	50.00^^
6075	Ysgol Gwenffrwd -do-	50.00^^
6076	Ysgol Maes Glas -do-	50.00^^
6077	Holywell PCC – Hire of St. Peter’s Church for Council Meeting on 19/4/16	70.00****
6078	Holywell Parochial Church Fund – Hire of Holy Trinity Church, Greenfield for Council Meeting 27/4/16	65.00****
6079	J.W.M. Roberts – maintenance work at 12/13 Bank Place	675.60****
6080	Bernard Dykes & Son – Additional work to historic honours boards and in New Council Chamber at 14 Bank Place	165.00****
6081	British Gas – Final Business Electricity Bill at 14 Bank Place	25.12****
6082 ^{DD}	Opus Energy – Gas supplies at Bank Place Offices	138.48****
6083 ^{DD}	British Telecom – Business Bill 07436273793 April	36.69****
6084 ^{DD}	British Telecom – Business Bill to April	120.25****
6085	D.C. Pierce – Salary – May	1,594.66***
6086	M.G. Fearnley – Salary – May	1,206.48***
6087	Mrs. M. Reed – Secretarial Expenses – May	48.00***
6088	HMRC (Inland Revenue) – PAYE/ Nat Ins – May	959.31***
6089	Mayor’s Allowance A/c – Mayor’s Allowance 2016/17	1,365.00^^^
6090	C.M. Scott Jewellers – Engraving Civic presentation shield (Mayor)	15.50**
6091	Welsh Royal Crystal Ltd – Twinning Gift (St. Gregoire)	148.00**^
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		15,113.43
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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 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

13.2. Income Received

Members received the schedule of income, circulated with the agenda, regarding income between 1 and 30 April 2016.

14. COMMUNITY ENGAGEMENT OFFICER'S REPORT – 20/04/16 – 17/05/16

Members had before them for consideration the report of the Community Engagement Officer (CEO) covering the above period. Also circulated were details of the bilingual finger-post signs and their proposed locations in and around the Holywell town centre; the Henry V Pilgrimage re-enactment 18-24 June (Shrewsbury – Holywell) medieval festival 25 June (Holywell); the Holywell and Halkyn Walking Festival 11-17 July; Holywell Town Centre Business Directory 2016.

Members noted a good turnout at the Cadi Ha Festival with a number of stalls with positive feedback and press coverage.

With reference to the CEO's report, a Member referred to the community engagement meeting held some while back in St. Peter's Church

and to the subsequent meetings held with the public as part of the Town Council's initiative to raise awareness of the County Council's Community Asset Transfer Scheme including the invitation to express interest in the acquisition of an asset(s) subject to conditions. It was felt important to continue the link with the community to gauge local opinion and to encourage a culture of working together.

Another Member offered assistance, if required, at the Line Dance/ Country Music Festival on 4 June, arranged by the Council.

RESOLVED:

- (1) That the CEO's report be received with thanks.
- (2) That the Clerk send a letter of thanks and appreciation, in Welsh, to the organiser(s) of the recent Cadi Ha Festival in the town.
- (3) That, if possible, the next community engagement meeting(s) be arranged before the end of July at St. Peter's Church, Holywell, with the Reverend Aiden Coleman acting as Chair, to inform the public of the Town Council's ongoing and future work and activities and to seek their involvement/support and ideas, as well as in relation to community asset transfer if deemed appropriate.
- (4) That Councillor Mrs. M.D. Phelan's kind offer to arrange a stall(s) at the forthcoming Line Dance/ Country Music Festival in the town be accepted with thanks.

15. WELSH GOVERNMENT: CHANGES TO THE NATIONAL CODE OF CONDUCT FOR COUNCILLORS

The Clerk reported on adopting a revised Code of Conduct. A copy of a report from the County Council's Chief Officer (Governance) (COG) had been circulated beforehand to Members explaining the background, the nature of the changes and showing these as tracked changes in the model code. The COG had also offered to include all local Councils in the County Council's notice of adoption public not if confirmation details were forwarded to him by the 31 May.

The Town Council was required to adopt the code/make revisions to its existing code, by 26 July 2016, otherwise the model code would automatically come into effect.

To date, the Council had in the main followed the County Council's version including specifying the value of gifts or hospitality above which must

be registered with the proper officer (Town Clerk) under paragraph 17 of the code was £10.

RESOLVED:

- (1) That Holywell Town Council adopt with effect from 17 May 2016, a revised Code of Conduct to take account of the revisions introduced by the Local Authorities (Model Code of Conduct) (Wales) (Amendment) Order 2016.
- (2) That the value above which any gift, hospitality, material benefit or advantage must be registered for the purposes of paragraph 17 of the code remain at £10, until further determination.
- (3) That the County's COG be informed accordingly of (1) and (2) above and a request made for the Town Council to be included in the County Council's joint public notice (a copy of the revised code also to be forwarded to him for keeping on deposit).
- (4) That, as required, the Public Services Ombudsman for Wales be also notified of the adoption resolution and sent a copy of the Town Council's revised code.
- (5) That a copy of the revised code be distributed to each Member of the Town Council for their attention.

16. FLINTSHIRE COUNTY COUNCIL : COMMUNITY TRANSPORT –
REVIEW OF THE COUNTY COUNCIL'S SUBSIDISED BUS SERVICES

Members received reports from Councillors B. Scragg and P.A. York following their recent attendance at workshops arranged by the County Council to discuss this matter. This was an issue to be taken seriously and the wide-ranging implications for local communities were stressed.

The next step would involve local area meetings arranged by the County Council to seek agreement on the way forward on a collective basis with local Councils, local organisations and other interested parties.

RESOLVED:

That the position be noted.

17. FLINTSHIRE COUNTY COUNCIL : PROPOSED STREET NAME – DEVELOPMENT OF 5 NEW DWELLINGS AT LAND SIDE OF TELEPHONE EXCHANGE, FRON PARK ROAD, HOLYWELL

Consideration was given to an email and plan from the County Council's Building Control Section proposing Fron Park Mews/Cowrt Parc y Fron for the above development.

RESOLVED:

That the proposed English version be accepted but that "Cwrt Parc y Fron" be submitted as the correct Welsh version.

18. TRANSITION HOLYWELL & DISTRICT (TH&D) – HOLYWELL GREENWAYS PROJECT/FFYRDD GWYRDD TREFFYNNON

Consideration was given to a detailed letter and map from TH&D requesting the Town Council's support in respect of this ambitious initiative.

RESOLVED:

That the Council supports the principles of the project and acknowledges the hard work of the Steering Group as it seeks to bring it to fruition.

19. NORTH WALES PRISON COMMUNITY EVENT – SPRINGFIELD HOTEL, PENTRE HALKYN ON WEDNESDAY, 1 JUNE 2016 AT 7PM

RESOLVED:

That Councillor E.B. Palmer be appointed to attend the above event.

20. INVITATION TO THE TOWN CLERK TO ATTEND THE ROYAL GARDEN PARTY AT BUCKINGHAM PALACE ON THURSDAY, 19 MAY 2016

This item had been placed on the agenda at the request of Councillor Mrs. K. Davies. She reported that Mr. Colin Pierce had accepted an invitation, as Holywell Town Clerk in recognition of his contribution to public service over many years, for himself and Mrs. Pierce to attend the Royal Garden Party that week. As the Clerk was representing the Council at the event she felt it appropriate for the Authority to consider fully supporting him financially in respect of the visit, and so proposed.

RESOLVED:

That the proposal be agreed.

On his return to the meeting room the Clerk, on being informed of the decision, expressed his thanks to Members for their support.

21. REPORT(S) ETC RECEIVED

Members were informed that the following item had been received and circulated to Members.

- (a) National Assembly for Wales: Finance Committee Report following consideration of the consultation on the Draft Public Services Ombudsman (Wales) Bill.

22. REPRESENTATIVES' REPORTS

None.

23. COUNTY COUNCILLOR REPORTS

None.

The Mayor congratulated Councillor P.J. Curtis on his election as Chairman of Flintshire County Council for 2016/17 – the second occasion during his membership of the County Authority that he had been elected to serve as its Chairman.

24. CLOSE OF MEETING

The Mayor closed the meeting at 8.15pm.

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Mayor