

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, 15 November 2016 at 6.00pm.

PRESENT: Councillor J.M. Johnson (Mayor);
Councillor B. Scragg (who presided for minute 90.3.)
Councillors: D.W. Jones (for minutes 82 to 88), P.J. McGarry, E.B. Palmer, Mrs. M.D. Phelan, K. Roberts, L. Thorley (for minutes 82 to 95) , E. Watkinson and P.A. York.

APOLOGIES FOR ABSENCE were received from Councillors Mrs. M. Auty, P.J. Curtis, Mrs. K. Davies, Mrs. R. Dolphin, J. Griffiths, H.G. Roberts, and Mrs. S.E. Wallbanks.

IN ATTENDANCE: D.C. Pierce (Clerk), and M.G. Fearnley (Community Engagement Officer) for minutes 85 to 103.

82. DECLARATIONS OF INTEREST – MEMBERS’ CODE OF CONDUCT

The following Declaration of Interest was 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
90.3	J.M. Johnson	√	√*	Owner of land in the LDP consultation for development

*Member left the meeting for the discussion and voting.

83. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 – EXCLUSION OF PUBLIC AND PRESS

RESOLVED:

That the public and press be excluded for minutes 84 and 85 on grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted relating to the financial/legal information to be disclosed.

84. HOLYWELL SWIMMING POOL, LEISURE CENTRE AND LIBRARY (HLC)

Tudor Jones, Chairman of the HLC Community Group attended for this item together with Councillor Kevin Jones, County Council Cabinet Member for Waste Strategy, Public Protection and Leisure, and County Council officers Ian Bancroft, Neal Cockerton and Chris Travers.

By reference to a circulated hand-out, Mr. Jones outlined the Group's proposal for a Community Asset Transfer (CAT) of HLC under the following heads:

- Flintshire County Council financial background.
- Options if no CAT.
- Staff Implications.
- Potential 1st Year Funding package (including County Council input).
- The Community Group Proposal.
- Intended Changes.
- Potential expansion.
- Holywell Leisure Centre – Canolfan Hamdden Treffynnon.
- Added Value of Holywell Town Council Funding.

The lease agreement with the County Council would provide a community owned not-for-profit Charitable Incorporated Organisation (HLC) registered with the Charities Commission. The Board of Trustees, presently 6, could be extended to include a representative from Holywell Town Council and others from the wider community, with voting rights.

Members noted the target date for the transfer as 1 March 2017 (1 January new staffing and opening times; February – contracts exchanged); as well as the requested £20,000 input from the Town Council in year 1 (a similar commitment was sought for at least years 2 and 3, subject to review). £10,000 had also been included as the proposed accumulated input from “hinterland Community Councils”.

The Board believe that it had reached a point of offering a viable enterprise but needed pre-opening financial injections to ensure that all legal, health and safety, liabilities and insurances and ‘seed capital’ were available from day one. In this respect, a sum of £3,000 was suggested for consideration by the Town Council.

A question and answer session followed where Members sought assurances on various issues to ensure that appropriate safeguards were in place.

A Member, referring to the additional financial burden placed on local taxpayers should the request be approved by the Council, raised the possibility of obtaining some financial or other assistance from the County Council that would help retain community assets such as the public toilet facilities in the

town centre that were threatened with closure if the Town Council was not prepared to take them over.

RESOLVED:

- (1) That the presentation and supplementary information provided be noted and the representatives thanked for their attendance.
- (2) That the Town Council maintains its support for the principles of the future operation and role of HLC under the CAT scheme.
- (3) That the Council agrees to grant a sum of £3,000 initially, towards the HLC enterprise's setting up and related costs ('seed funding') such amount to be paid in the current (2016/17) financial year from the general sum earmarked for CAT in the budget.
- (4) That a meeting of the Community Asset Transfer Committee be arranged in the near future to enable Members to consider the next step(s) and the Holywell community assets generally.
- (5) That further consideration be given at the meeting to be arranged in (4) above, or at a later meeting, to appointing a Town Council Member of the Board of HLC.
- (6) That, in general and if necessary, independent legal advice be sought regarding the Town Council's future involvement with the HLC.

85. APPLICATIONS FOR FINANCIAL ASSISTANCE 2016/17

Consideration was given to the following applications after receiving supporting financial and other information reported by the Clerk.

- (i) Citizens Advice Flintshire (deferred from the September Council meeting)

RESOLVED:

That a grant of £500 be awarded towards the balance of the refurbishment/decoration works at the Holywell office.

- (ii) CAHA Women's Aid (request to retain the £200 grant funding approved at the September Council meeting for the next "Till Receipt

Campaign” as the deadline for the latest campaign had unfortunately been missed).

RESOLVED:

That the request be approved.

86. FLINTSHIRE NORTH POLICING UPDATE

Sergeant Mike Wilson attended the meeting for this item and brought Members up to date with matters that required attention since the last meeting attended, with particular reference to incidents of anti-social drinking and racing on the High Street and of action taken as a result. The introduction of barriers on the Tesco car parks, covering the period between 11.00pm and 7.00am, daily to address a similar problem was noted.

He was pleased to report that two PCSO’s (Fiona Cartmell and Tiffany Davies had recently joined his team. In response to a request from a Member Sergeant Wilson confirmed that the Police would support a Town Council request to the County Highway Authority to introduce yellow lines prohibiting parking on the upper sections of the access roads to Fron Park Road and for a distance from their respective junctions with Fron Park Road.

RESOLVED:

That Sergeant Wilson be thanked for his attendance at the meeting and for the information shared.

87. MAYOR’S REMARKS

The Mayor referred to his civic attendance at local and other events. These included Civic Sunday services at Saltney and Buckley; the Celebration of Life service for the late Mrs. Jean Saunders of Holywell, the Passing Out and presentation evening with Holywell Air Cadets and the Holywell Remembrance Day service(s) and the evening post service buffet at the Prestatyn Army Reserve Centre.

He looked forward to the forthcoming Christmas Lights switch-on event on 25 November as well as the Charity Christmas Fayre the following day arranged by Councillor P.J. Curtis as County Council Chairman.

88. MINUTES

88.1. General

RESOLVED:

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

Council Meeting held on 20 September 2016; and
Audit Sub-Committee held on 28 September 2016.

88.2. Audit Sub-Committee held on 28 September 2016

For this item, Members had before them a copy of the letter dated 15 September 2016 and supporting enclosures from the External Auditor referred to in minute A20. in respect of the Audit for the year ended 31 March 2016.

The Clerk added that the Annual Return and Notice of Conclusion of Audit had been displayed as required, before the end of September.

RESOLVED:

That the resolutions at the above meeting be supported and approved including the approval and acceptance of the Annual Return together with the decisions on the accompanying Issues Arising Report.

88.3. Cancellation of Meetings

RESOLVED:

That the cancellation of the following meetings be confirmed:

Town Centre Sub-Committee to be held on 12 October 2016; and
Council Meeting to be held on 18 October 2016.

The Clerk thanked Members for their condolences following his mother's passing on 10 October.

89. COMMUNITY ENGAGEMENT OFFICER'S REPORT – 21/9/16 – 15/11/16

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.

Members noted the explanation of the Destination Management Action Plan requested at an earlier meeting. It was hoped that more information would be available to report at the next meeting on the i Beacon Network Project.

An update was given on the proposed CCTV visit to Mold. Local Councillor and business representatives were available for the evening visit at the Control Centre but a problem had arisen regarding the availability of transport.

The Council's Community Engagement Meeting had taken place on 26 October at St. Peter's Church, with an improved turnout. Feedback on the meeting was given.

The Teenage Market was held on 27 October with limited success although it was planned to hold another similar event(s) in the future.

The Holywell Town FC 'Football in the Community' was looking to set up a company limited by guarantee and to recruit directors to the newly formed Board.

It was noted that a response was awaited from the County Council to the list of tourism priorities forwarded to the Authority by the Town Council.

The arrangements for the Christmas Lights switch-on were noted and it was agreed that, if possible, the Council have a stall at the event to help maintain and develop the community engagement aspect.

Members' attention was drawn to the annual Community and Youth (18 and under) Endeavour Awards and to the requirement for nominations by 2 December to enable presentations at the next Council meeting.

RESOLVED:

- (1) That the CEO's report be received with thanks.
- (2) That a minibus be hired for the visit to the CCTV Centre in Mold and that the cost be met by the Council.
- (3) That, if possible, the next Community Engagement meeting be held in January, prior to the Council/precept-setting meetings.
- (4) That the relevant County Council officers be invited to a future meeting of the Town Centre Sub-Committee to discuss the Town Council's submitted tourism priorities and an action plan for the future.

90. **PLANNING**

90.1. **Planning Applications determined by the Clerk in consultation with the Mayor since the last meeting**

No. Brief Description and Determination

055984 External and internal refurbishment works to the frontage, bar and dining areas within the Hotel. No works to hotel rooms and main dining room. New timber cladding to existing front elevations and existing balustrade. New fire escape to front

elevation within existing window opening. Rear fire escape blocked up to allow for toilets to be relocated – Stamford Gate Hotel, Halkyn Road, Holywell: for Mr. Mathew Newall.

RESOLVED:

That the action taken be noted and approved.

90.2. 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.

No. Proposal

055993 Erection of summer house – 19 Prince of Wales Avenue, Holywell: for Mrs. Debbie Kay.

No objection, if planning criteria can be met.

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.

056070 Erection of new spectators' stand – Holywell Town Football Ground, Halkyn Road, Holywell: for Mr. Sean Elliot.

No objection.

056096 Change of use from office to day nursery – R.J. Jones Group Ltd, Compass House, Bagillt Road, Greenfield, Holywell: for Miss Jamie Lee Harrison.

No objection subject to any relevant requirements arising from the planning consultation being satisfied.

056138 Erection of two storey side extension – 17 School Lane, Greenfield, Holywell: for Mrs. Williams.

No objection.

056169 Retention of stable block and change of personal consent attached to planning approval ref No. 044126 – Long Chase Farm, Sundawn Avenue, Holywell: for Mr. J. Edmundson.

No objection.

90.3. Flintshire Local Development Plan (LDP): Strategic Options – Growth and Spatial Options

Members had before them a letter from the County’s Chief Officer (Planning and Environment) regarding the latest public consultation as above on the LDP ending on 9 December. In the main, the County Council was seeking views on how much development was needed and where it should go.

Councillors B. Scragg and P.A. York reported on their attendance on behalf of the Town Council at an LDP Strategic Options Workshop arranged by the County Council. Generally, it was felt that the Town Council should be seeking support for its proposals at the earlier Candidate Sites submission stage.

RESOLVED:

That Andy Roberts, the County Council’s Service Manager Strategy be asked to attend a meeting of the Town Council in the New Year to see how the Council’s proposals can best be moved forward.

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.

<u>Voucher</u>	£
6195 Event Sound Limited: Sound, Stage & Lighting Services – Well Inn Music Festival	3000.00^^
6196 Viking Stationery	173.86****
6197 Eleanor Billington – Face Painting – Well Inn Music Festival	150.00^^
6198 Wastewater – Black Refuse Bags	90.00****
6199 The Music Mine – PA Hire and	

	Sound Engineering Services – Well Inn Music Festival	200.00^^
6200	Moore & Son: Service of 2 gas fired Boilers – 12/13 and 14 Bank Place Offices	144.00****
6201	CAHA Women’s Aid –Donation	200.00^^
6202	Holywell Autumn Club – Donation	300.00^^
6203	North Wales Police (PACT) – Donation	250.00^^
6204	Fron Park Bowling Club (Waterhouse Cup 2016)	250.00^^
6205	Eriksen Ltd: Professional Consulting Engineering Services – 14 Bank Place Offices Contract	480.00****
6206	Flintshire CC: 2 nd instalment Non- Domestic Rates 2016/17 12-14 Bank Place Offices	2673.00****
6207	W Bevan & Sons Ltd – x2 4-way extension leads for town centre events	7.98^^
6208	Flintshire CC – Contribution to Summer County Playscheme Programme 2016	5780.00^^
6209	Delyn Press – Civic Sunday Order of Service Booklets	185.00^^
6210	North & Mid Wales Ass’n of Local Councils – x 1 Delegate’s lunch at Meeting (Rhyl)	16.00*
6211	D.C. Pierce – Salary – October	1594.66***
6212	M.G. Fearnley – Salary – October	1206.68***
6213	Mrs. M. Reed – Secretarial Expenses – October	48.00***
6214	HMRC (Inland Revenue) – PAYE/ Nat Ins – October	959.11***
6215	Welsh Water: Water/Sewerage Charges – 12/13 Bank Place Offices Apr to Oct	69.48****
6216	Welsh Water: Water/Sewerage Charges – 14 Bank Place Offices Apr to Oct	57.75****
6217	Flintshire CC: Building cleaning Charge to Sept – Bank Place Offices	249.63****
6218	Holywell PCC – Hire of St Peter’s Church for public meeting 26/10/16	50.00****
6219	Ideal ICR Group – Additional Christmas Lights for Tower Gardens/ Repair and recabling of existing lights section	3978.66^^
6220	Flintshire Tourism Association –	

	Membership to November 2016	50.00*
6221	Councillor Mrs. M.D. Phelan: Taxi Fare Holywell-Rhyl for meeting of NMWALC (see voucher 6210)	20.00*
6222	NMWALC – Annual Subscription August '16 to July '17	55.00**
6223	D.C. Pierce – Salary – November	1594.46***
6224	M.G. Fearnley – Salary – November	1206.48***
6225	Mrs. M. Reed – Secretarial Expenses – November	48.00***
6226	HMRC (Inland Revenue) – PAYE/ Nat Ins – November	959.51***
6227	Royal British Legion: x 2 poppy wreaths for Remembrance Sunday 13/11/16	40.00**
6228 _{D/D}	power – Electricity 24/5-22/8/16	110.99****
6229 _{D/D}	power – Electricity 24/5-22/8/16	18.98****
6230 _{D/D}	Opus energy – Gas – Bank Place Offices to 10/8 – 11/9/16	4.85****
6231 _{D/D}	Opus energy – Gas – Bank Place Offices to 12/9 – 9/10/16	51.69****
6232 _{D/D}	British Telecom – Business Bill 07436273793 – September	18.07****
6233 _{D/D}	British Telecom – Business Bill to September	124.22****
6234 _{D/D}	British Telecom – Business Bill 07436273793 – October	21.24****
6235 _{D/D}	British Telecom – Business Bill to October	125.76****
6236 _{D/D}	UK Debt Management Office: Public Works Loan Board – Loan Payment – Bank Place Offices	2607.68****
		<hr/> 29,170.74 <hr/>

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
###	Local Government and Rating Act 1977 S.31

91.2 Income Received

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

92. INDEPENDENT REMUNERATION PANEL FOR WALES (IRPW) DRAFT ANNUAL REPORT 2017/18

Consideration was given to the circulated extract and proposals from the Draft IRPW report in respect of payments to Members of Community and Town Councils.

RESOLVED:

That based on the Council's decision in minute 79 of 2015/16, the Authority is minded to adopt Determinations 46 to 51, but not Determinations 44 and 45, subject to review when the final report is published.

93. FLINTSHIRE AGAINST BUSINESS CRIME (FABC) – UPDATE

The Clerk circulated an email from Charlie Warr (Chester Against Business Crime) reporting that confirmation was awaited from the County Council that the cabling had been completed; installation could then follow with the system 'going live' as appropriate.

Members remained unclear as to the level of support from businesses and the extent of coverage to enable a decision to be taken on financially supporting the scheme at the present time.

RESOLVED:

That further information be sought from the FABC team on the above issues.

94. PREPARATIONS FOR THE COMING WINTER (2016)

Consideration was given to the “annual” letter from the County’s Chief Officer – Streetscene and Transportation, regarding the service offered this year to Town and Community Councils.

The Clerk summarised the main points and reminded Members of the Authority’s responses in previous years.

RESOLVED:

- (1) That, as the County Council’s preparations had not materially changed in its correspondence over the years, the Town Council maintains its position on the service as previously submitted.
- (2) That Members inform the Clerk of any community assistance available for snow clearing, to be passed on to the County Council.

95. LETTER FROM YSCEIFIOG COMMUNITY COUNCIL – HOLYWELL TOWN CENTRE

Consideration was given to a letter from the Clerk to Ysceifiog Community Council in respect of the current position regarding the retail section of Holywell town centre and inviting representatives to a meeting to discuss the matter.

RESOLVED:

That the Town Council be represented by the Mayor and Chairman of the Town Centre Committee at the next appropriate meeting of Ysceifiog Community Council.

96. WELSH BORDER COMMUNITY TRANSPORT (WBCT) COMMUNITY TRANSPORT FUNDING 2017/18

Consideration was given to a request for funding from the Vice-Chairman of Trustees WBCT.

RESOLVED:

That, as the request related to the next financial year, the letter be referred to the Finance Committee for consideration at its precept-setting meeting.

97. TEMPORARY COUNCIL STORAGE FACILITIES FOR TOWN CENTRE EVENTS ETC – ARTISANS SHOP, HIGH STREET, HOLYWELL

The Clerk referred to the long-standing search for storage space for items used at events in the town centre (eg gazebos, speakers, extension leads etc) that was relatively easy to access. The opportunity had arisen whereby a room in the Artisans Shop on the High Street had become available on a temporary basis and the views of Members were sought on the available facilities, at a suggested charge of up to £50 each month.

RESOLVED:

That the arrangement be supported subject to the security of the stored items being assured and to the provision of an access key to the building and to the storeroom door.

98. AGENDA ITEMS SUBMITTED BY MEMBERS FOR REPORT/CONSIDERATION

98.1. Limited parking spaces for motorcycles in the town's car parks

Councillor E.B. Palmer reported on difficulties presented by lack of spaces for the parking of motorcycles.

98.2. Control of car parking on roads leading to Fron Park Road from the town centre, and on Fron Park Road itself

Councillor E.B. Palmer referred to the dangers arising as a result of indiscriminate parking at the above locations.

98.3. Ramp – Memorial Gardens, Panton Place, Holywell

Councillor Mrs. M.D. Phelan suggested the installation of a ramp on the rear steps of the Memorial Gardens to facilitate access to and exit from the Gardens.

RESOLVED:

(1) That the reports be received.

(2) That the County Council be requested to consider:

- (i) increasing the number of parking spaces for motorcycles in the town's public car parks without detriment to the existing spaces available for cars.
- (ii) introducing, on safety grounds, yellow lines prohibiting the parking of vehicles near the junctions of the roads leading up to Fron Park Road and either side of their junctions.
(Note: Police support in minute 86).
- (iii) installing a ramp on the rear steps of the Memorial Gardens at Panton Place.

99. NEXT COUNCIL MEETING

The Clerk reported that the next Council meeting would be held on 20 December 2016 in the Main Hall at St. Peter's Church, Rosehill, Holywell.

RESOLVED:

That the information be noted and that the meeting start at 6pm in view of the presentation of the Council's annual Community Awards at the start.

100. 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 Summer Playscheme Programme 2016 – Local Scheme Report*;
- (b) Flintshire County Council – Chair's Charity Christmas Fayre 26/11/16*;
- (c) Holywell Town Council: Leaflets – Christmas Lights switch-on Event 25/11/16 Christmas Saturdays Activities and Walking Programmes*;
- (d) St Kentigern Five Year Strategy – 2016 to 2021.

101. REPRESENTATIVES' REPORTS

Councillor Mrs. M.D. Phelan reported on her attendance at a meeting of the North and Mid Wales Association of Local Councils at Rhyl.

Councillors E.B. Palmer and B. Scragg reported on their attendance on 10 November at the County Council's annual public engagement event at Holywell, covering the areas of Brynford, Caerwys, Halkyn, Llanasa, Mostyn, Trelawnyd & Gwaenysgor, Whitford and Ysceifiog. Particular reference was made to the fact that Flintshire was a low funded Council under the local government funding formula and was faced with an initial funding 'gap' in the region of £20m in a single year. There were limited options to find solutions

with the Welsh Government offering some reprieve from the scale of national funding reductions.

RESOLVED:

That the position be noted and the Town Council make representations to the Welsh Government regarding the County's financial situation and seek adjustment in the funding formula to redress the imbalance.

102. COUNTY COUNCILLOR REPORTS

None.

103. CLOSE OF MEETING

The Mayor closed the meeting at 8.40pm.

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Mayor