

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, 20 September 2016 at 6.00pm.

PRESENT: Councillor J.M. Johnson (Mayor) for minutes 63 to 81.
Councillor E.B. Palmer (who presided at the Council's request for minutes 61 and 62).

Councillors: Mrs. M. Auty, P.J. Curtis, Mrs. K. Davies, Mrs. R. Dolphin, Mrs. M.D. Phelan, H.G. Roberts, E. Watkinson and P.A. York.

APOLOGIES FOR ABSENCE were received from Councillors J. Griffiths, P.J. McGarry, B. Scragg, L. Thorley and Mrs. S.E. Wallbanks.

IN ATTENDANCE: D.C. Pierce (Clerk), and M.G. Fearnley (Community Engagement Officer) for minutes 63 to 81.

61. DECLARATIONS OF INTEREST – MEMBERS' CODE OF CONDUCT

None.

62. FLINTSHIRE LOCAL DEVELOPMENT PLAN (LDP) – UPDATE

Andy Roberts, the County Council's Service Manager Strategy, attended for this item. Members had before them a copy of the LDP Delivery Agreement Timetable together with a hand-out from Mr. Roberts dealing with questions from a Member that had been sent to him in advance via the Clerk.

He thanked the Council for the responses made to date to the various consultations undertaken.

Mr. Roberts stressed that the LDP was a land use development plan not a tourism strategy. It could respond to a county-wide or town based tourism strategy where there had been a land use implication e.g. a specific proposal to the strategy to develop a new tourism facility where the site was available and funding existed to build – the plan could then safeguard the land by allocating it for tourism development. For these reasons the LDP did not directly affect budgets.

He reported, in confidence, on the HOLO09 to HOL012 Candidate Site submissions of the Town Council. Reference was made to the next part of the Plan about the Growth and Spatial Options for the Plan's strategy i.e. how much development should the plan allow and how should it be distributed. He outlined the October engagement workshop seminars at

County Hall prior to the 6 week formal consultation proposed up to early December.

RESOLVED:

- (1) That Mr. Roberts be thanked for his attendance and for the information provided.
- (2) That information be also sought on the Town Council's Candidate Site submissions for Greenfield.
- (3) That Councillors Mrs. M. Auty and M.D. Phelan, B. Scragg and P.A. York be appointed to represent the Authority at the forthcoming engagement workshops subject to Members' availability being confirmed.
- (4) That the County Council's Senior Officer with responsibility for tourism be invited to a future meeting of the Council/appointed Sub-Committee to inform Members of how the tourism service operates in relation to Holywell.

63. FLINTSHIRE NORTH POLICING UPDATE

In the absence of a Police representative at the meeting and as there was no urgent item(s) to raise, it was agreed that discussion on this item be deferred until the next meeting.

64. MAYOR'S REMARKS

The Mayor referred to his civic attendance at local events including at fund-raising by the Good Companions of Holywell Hospital , the Well Inn Music Festival, and at Ysgol Treffynnon with Councillor P.J. Curtis as Chair of Flintshire County Council.

An Open Day was planned for Ysgol Treffynnon and an invitation to the Council would follow.

The Mayor also referred to his Civic Service on Sunday, 16 October and extended an invitation to fellow Members to attend.

In closing, he reported the sad news of the passing of Medwyn Roberts, former Holywell Town Centre Manager, and Members stood in silence as a mark of respect. The Clerk had sent a message of condolence on behalf of the Authority to Mrs. Roberts.

RESOLVED:

- (1) That the report be received.
- (2) That, if possible, the Council's November or later meeting be held at Ysgol Treffynnon.

65. MINUTES

65.1. 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-Committees.

Council Meeting held on 19 July 2016;
Town Centre Sub-Committee held on 20 July 2016; and
Audit Sub-Committee held on 24 August 2016.

65.2. Town Centre (20 July) and Audit (24 August) Sub-Committees

RESOLVED:

- (1) That the resolutions at the above meetings be supported and approved.
- (2) That the Town Council's views and top five realistic tourism priorities be forwarded to County Council as follows:

'The Holywell Town Council considers the general objective should be around developing and actively promoting within and to the wider area, including coach operators and so on, the town and community as a high-quality visitor destination, place to live and enjoy.

The Town Council believes that to make full use of the unique heritage and tourism opportunities that exist within its area would contribute significantly to the attainment of this objective through for example:

- Linking the town with the Greenfield Valley - Dock, Wales Coast Path and Heritage Park and the Holy Well (suggestions include a main railway line train halt at Greenfield, cycle path from the coast path, shuttle bus service and a land train);
- Establishing Holywell as a premier town centre events venue, facilitated by an extendable roof covering or similar over Tower Gardens. Setting up of community tourist information points and arrangements for leaflet distribution to them;

- Maintaining the provision of public toilets in the town and ensuring adequate space at agreed locations for car parking, including some electric car charging points;
- Encouraging stallholder attendance and diversity at the town's Weekly Market e.g. a Teenage Market;
- Co-ordinated joint working between the County Council, Town Council and the newly constituted Holywell Town Partnership.

It is hoped that this will enable the County Council to consider its next steps in respect of these matters and also in relation to their feeding into the Local Development Plan where there are land use implications'.

(3) That the County Council's attention be again drawn to the unsatisfactory condition of certain sections of road between Holywell and Greenfield and for the landowners concerned to be reminded of their repair and maintenance obligations.

(4) That the recommended response to the questionnaire to the North and Mid Wales Association of Local Councils be approved without change.

66. FLINTSHIRE DESTINATION MANAGEMENT STRATEGIC PLAN 2016-2019

Consideration was given to the above circulated draft document.

RESOLVED:

(1) That the document be referred to the Audit Sub-Committee at its meeting on 28 September for attention and to which all Members of the Council be invited.

(2) That any Member unable to attend the meeting in (1) above, forward their comments to the Clerk beforehand for consideration at the meeting.

67. COMMUNITY ENGAGEMENT OFFICER'S REPORT – 20/7/16 – 20/9/16

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.

The CEO referred to the next Holywell Town Partnership meeting to be held on 21 September and to the proposal for a Business Engagement event. With regard to the 'Missing Link' Project the Group had invited the Council to consider appointing a representative to attend its future meetings.

Members noted the Holywell Leisure Centre update from the Working Group Chairman with particular reference to the business plan. Further information would be provided to the Council in the near future.

Youth engagement issues were also covered in the report and the possibility of including the Strand in the County Council's Summer Playscheme Programme considered. A Holywell Teenage Market was to be held on 27 October.

Illustrations of possible replacement of signs (4no.) on the A55 on the east and west approaches were considered. The County Council sought the Town Council's early views, if possible, on the draft.

A summary of the Council's Community Engagement meeting held during August was given. The next similar meeting was proposed for 26 October.

Members welcomed the positive feedback to date from the Events programme. Unfortunately, it was reported that a microphone kit used during the Well Inn Music Festival had not been recovered after the event. A gazebo had also been damaged beyond repair as a result of strong wind during the day.

RESOLVED:

- (1) That Councillor B. Scragg be appointed as the Council's representative to attend meetings of the 'Missing Link' Working Group.
- (2) That enquiries be made regarding the inclusion of the Strand in the County Council's Summer Playscheme Programme at a future date.
- (3) That the submitted replacement A55 signage be referred to the meeting of the Audit Sub-Committee on 28 September, for consideration.
- (4) That like for like replacements of the microphone kit and small gazebo be obtained, with the additional microphone being added to the Council's stock should the original be recovered.

68. **PLANNING**

68.1. **Planning Applications Determined by the Clerk in Consultation with the Mayor During the Recess Period**

No. Brief Description and Determination

055595 Substitution of house type to plots 1, 7 & 8 – former Church Hall Site, Well Street, Holywell: for Padstone Ltd.

No objection.

055617 Listed Building application for the emergency repair work to stabilise internal and external structure – 2 High Street, Holywell: for Ms. C. Snellgrove.

No objection.

055659 Erection of two-storey rear extension and erection of detached garage – Holway Cottage Farm, Holway Road, Holywell: for Mr. S. Kelly.

No objection, subject to there being no detrimental impact on the visual amenities of neighbouring properties.

055676 Change of use from education to B1 office use – Ysgol y Fron, Halkyn Street, Holywell: for ICR Group.

No objection – change of use, existing building.

055679 Outline application for the erection of 2no. dwellings – Italia Residence, New Quay, Greenfield Road, Holywell: for Mr. Anthony Feliciello.

No objection.

055755 Variation of Condition No. 6 attached to planning permission 041663 to allow opening hours 07:00 to 22:00 Monday to Saturday and 10:00 to 17:00 Sundays – Lidl, Coleshill Street, Holywell: for Lidl UK GmbH.

No objection.

055796 Construction of exhaust stacks – Unit E, Greenfield Business Park, Bagillt Road, Greenfield, Holywell: for TGC Emerald Ltd.

No objection.

055801 Relocation of library service to existing dance studio, including internal refurbishments and installation of 4no. windows to north west façade – Holywell Leisure Centre, North Road, Holywell: for Flintshire County Council.

No objection.

055804 Extension to existing summerhouse/studio to provide ancillary accommodation – 10 Wedgewood Heights, Holywell: for Mr. Glenn Carrington.

No objection, subject to there being no detrimental impact on the visual amenities of neighbouring properties.

RESOLVED:

That the action taken by the Clerk, in consultation with the Mayor, be approved

68.2. 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

055893 Outline application for the erection of a three bedroom detached 2 storey dwelling – St. James's Place, Holway Road, Holywell: for Mr. A. Moore/I. Williams.

No objection.

055924 Outline application for the erection of 1no. dwelling – Land adjoining Coed Duon Nursing Home, Halkyn Road, Holywell: for Mr. Stephen Thomas.

(Note: Councillor H.Gareth Roberts did not vote on the above eleven applications).

69. ACCOUNTS

69.1. 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>	£
6139 M.G. Fearnley – Travelling 8/4/16-14/7/16	79.65***
6140 J.W.M. Roberts – Retention due on work at 14 Bank place Offices under contract	2662.98****
6141 J.W.M. Roberts – Extra work to contract at 14 Bank Place Offices as requested by Building Inspector	978.00****
6142 Rialtas (RBS) Accounts software and set up 11/7/16	799.56****
6143 Chubb Fire & Security Ltd: Security Alarm Contract – Bank Place Offices 1/9/16-31/8/17	827.69****
6144 Tom Butler – Watering floral displays Jul/Aug (part) (Wales in Bloom)	500.00^^
6145 GBS Design Services – Inspection and issue of final payment certificate for Voucher No. 6140	150.00****
6146 GBS Design Services – Inspection and issue of final payment certificate for repair works to two chimney stacks at 12/13 Bank Place Offices	150.00****
6147 C.M. Scott Jewellers – Engraving School Winners Shield (Wales in Bloom)	9.85^^
6148 Holywell PCC – Hire of St. Peter’s Church for Public Meeting 27/7/16	50.00****
6149 Geirda – Simultaneous translation work at Public Meeting 27/7/16	90.00****
6150 Jolora – 1 Year Website Maintenance 2016/17	1080.00^^
6151 PRS – Tariff for Well Inn Music Festival 3/9/16	242.74^^
6152 D.C. Pierce – Salary – August	1594.66***
6153 M.G. Fearnley – Salary – August	1206.48***
6154 Mrs. M. Reed – Secretarial Expenses – August	48.00***
6155 HMRC (Inland Revenue) – PAYE/ Nat Ins – August	959.31***
6156 Tom Butler – Watering floral displays Aug/Sept (part) (Wales in Bloom)	500.00^^
6157 Cassidy’s Lunches on 999 Day 20/8/16	25.44^^
6158 M.L. Davies & Son – Lunches on 999 Day	82.60^^
6159 Copyrite Systems – Copier charges 16/5-15/6/16 (new machine)	67.23****

6160	Copyrite Systems – Copier charges 16/6-15/7/16	71.36****
6161	Copyrite Systems – Copier charges 16/7-15/8/16	39.63****
6162	Delyn Press – Stationery	36.00****
6163	Monabri Construction – Chimney Stack and Internal Maintenance Works 12/13 Bank Place Offices	3576.00****
6164	M. Rodgers Byrons Group – Used Office Furniture for Bank Place Offices	208.00****
6165	Society of Local Council Clerks: Clerk’s attendance at Regional Roadshow 2016 – Llandudno	82.80***
6166	Tom’s Locksmith, Welding & Fabrication Service – repairs to water bowser truck	28.00^^
6167	Prestatyn in Bloom – x2 delegates at Wales in Bloom awards ceremony 16/9/16	20.00^^
6168	G. Evans – Stage management – Well Inn Music Festival	100.00^^
6169	S. Seery - - ditto -	100.00^^
6170	G. Martin – Drum Hire – Well Inn Music Festival	100.00^^
6171	Tesco Stores (Holywell) – Refreshments for Well Inn Music Festival	100.00^^
6172	Glitterbugz – Glitter Tattoos at Well Inn Music Festival	250.00^^
6173	Paul Langley (Galleon Blast) Band Fee – Well Inn Music Festival	1500.00^^
6174	Richard & Adam Johnson Ltd – Fee – Well Inn Music Festival	1200.00^^
6175	Daydream Designs – Design and Printing Costs for Well Inn Music Festival	2290.80^^
6176	Kassidy’s Balance due for lunches on 999 Day 20/8/16	6.56^^
6177	D.C. Pierce – Salary – September	1594.66***
6178	M.G. Fearnley – Salary – Sept	1206.48***
6179	Mrs. M. Reed – Secretarial Expenses – September	48.00***
6180	HMRC (Inland Revenue) – PAYE/ Nat Ins – September	959.31***
6181 _{D/D}	Opus energy – Gas – Bank Place Offices 10/6 – 10/7/16	22.02****
6182 _{D/D}	Opus energy – Gas – Bank Place Offices to 11/7 – 9/8/16	4.41****
6183 _{D/D}	British Telecom – Business Bill	

	07436273793 – July	18.06****
6184 _{D/D}	British Telecom – Business Bill to June	122.94****
6185 _{D/D}	British Telecom – Business Bill 07436273793 – Aug	18.00****
6186 _{D/D}	British Telecom – Business Bill to August	122.88****
6187 _{D/D}	BNP Paribas – Lease payment Replacement P/copier	154.80****
6188	The Butty Box with Contented Cakes Ltd – Lunches on 999 Day	59.00^^
6189	C. Baglin (Professor Llusern) Entertainment at the Well Inn Music Festival	150.00^^
6190	E. Erwood (The Conwy Jester) Street Act at the Well Inn Music Festival	225.00^^
6191	Mrs. P. White: Stages 2 U – Mobile Stage Hire at the Well Inn Music Festival	500.00^^
6192	ICR Group – Electrical connection for stage at the Well Inn Music Festival	36.00^^
6193	Tom Butler – Taking down of floral displays (Wales in Bloom) 50% balance	250.00^^
6194	Carmel & Holywell Woodcraft Association x 2 Bespoke Benches for Council Chamber at 14 Bank Place Offices	360.00****
		27,664.90

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

69.2 Income Received

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

70. 2018 PARLIAMENTARY BOUNDARY REVIEW

Initial proposals for changes to Parliamentary constituencies in Wales had been announced on 13 September 2016 and Members considered whether or not they wished to submit representations during the period up to 5 December.

RESOLVED:

That the Audit Sub-Committee be requested to consider the proposals and make recommendations to the Council.

71. HOLYWELL BRANCH BARCLAYS BANK PLC

Consideration was given to the email from the Communities Banking Director – North Wales and Shropshire, regarding the planned closure of the High Street branch on 25 November.

Members expressed disappointment at the move away from the town and to the more apparent disregard toward services to the public especially as the future of the nearby Post Office was again uncertain.

RESOLVED:

That the Bank's Communities Banking Director be informed of the Council's concern and disappointment over his decision.

72. CROWN POST OFFICE, HOLYWELL – CURRENT POSITION

Members had before them correspondence from Post Office Ltd confirming the advertising for a local business to operate the High Street branch. Any such change would be subject to public consultation.

The Post Office believed that working with an external partner was the best way of sustaining a high quality Post Office in the town centre. However, if a suitable partner could not be found, the Crown branch would continue to operate. It was too early to provide clarity around location as that would depend on any interest received from prospective partners.

RESOLVED:

That the situation in respect of the Holywell Crown Post Office be closely monitored and every opportunity taken to put forward the Council's views for keeping the service at its current location.

73. ROLE OF STREETSCENE CO-ORDINATORS

The letter from the County Council's Chief Officer (Streetscene & Transportation) reminding Town and Community Councils generally of the purpose and priorities of a Co-ordinator's role within the service was discussed.

The suggested attendance of the relevant Co-ordinator, from time to time, at meetings of the Authority was already undertaken by the Town Council (Town Centre Sub-Committee).

RESOLVED:

That the letter be received and noted.

74. COMMUNITY ASSET TRANSFER OVERVIEW AND PLAY AREA UPDATE

Consideration was given to the letter from the Chief Officer (Organisational Change) covering the following options:

- Maintaining Play Areas in 2017/18 and Discussions about Sustaining Play Areas from 2018 onwards.
- Play Area Grant Scheme 2016/17 – Round 1: Closing Date 26th September 2016.
- Play Area Grant Scheme 2016/17 – Round 2: Closing Date 5th December 2016.
- Way Forward – Individual Meetings to help support ideas.

RESOLVED:

- (1) That further clarification and condition update/plan be sought from Leisure Services in respect of the Holywell community play areas.
- (2) That a provisional allocation of £10,000 be made towards match funding for improvements to a play area be identified in the current financial year.

75. AGENDA ITEMS SUBMITTED BY MEMBERS FOR REPORT/CONSIDERATION

75.1. Electric Car Charging Points

Councillor E.B. Palmer reported that his tourism related suggestion was under consideration by the County Council for possible implementation in one of the town's car parks.

75.2. Future of the Council's Events Working Group

Councillor E.B. Palmer reported on the difficulty in obtaining a quorum (3 Councillors) for recent meetings and asked the Council to consider whether it wished to change operational arrangements.

75.3. Proposed Voucher Scheme

Councillor Mrs. M. Auty again sought Members' views on her proposal for this scheme. Members also had before them a copy of their earlier decisions on the matter.

RESOLVED:

- (1) That the reports be received.
- (2) That the operation of Events Working Group be suspended for the time being.
- (3) That the Community Engagement Officer, in consultation with the Mayor and Chairman of the Town Centre Sub-Committee, be authorised to take appropriate action on matters normally referred to the Events Working Group and to keep the Council/Town Centre Sub-Committee updated on decisions.
- (4) That the proposal submitted by Councillor Mrs. M. Auty be not pursued further.

76. ENVIRONMENTAL COMPETITION OUTCOMES

The Council's achievements were noted as follows:

- 2nd in the County Council's Best Kept Communities Competition (Town Centre over 5000 population)
- 3rd Silver Gilt – Wales in Bloom (Town Category)

RESOLVED:

- (1) That the information be noted and all concerned congratulated on the achievements.
- (2) That the attendance of Councillor Mrs. K. Davies at the Awards Ceremony in Prestatyn on 16 September be endorsed.

77. REPORT(S) RECEIVED

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

- (a) Surgery List for David Hanson MP and Hannah Blythyn AM*;
- (b) Natural Resources Bulletin: Issue 8 – August 2016;
- (c) Flintshire County Council: Holywell Town Council CCTV Incident Statistics 1/4 – 30/6/16;
- (d) Estuary Voluntary Car Scheme: Minutes of Annual General Meeting 28/6/16 and Annual Report for the year ended 31/3/16.

78. REPRESENTATIVES' REPORTS

The following items were reported and updates given:

- Informal meeting with Leader, Deputy Leader and Chairman of Flintshire County Council (Councillor E.B. Palmer);
- Traffic management – bus station area, Holywell (Councillor E.B. Palmer);
- Roads – Holywell/Greenfield (Councillors Mrs. R. Dolphin/Mrs. M. Auty);
- Community Transport (Councillor P.A. York).

RESOLVED:

That the reports be received.

79. COUNTY COUNCILLOR REPORTS

None.

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

RESOLVED:

That the public and press be excluded for minutes 80.1 and 80.2 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 the supporting financial information to be reported/staff matters.

(Note: The Clerk and the Community Engagement Officer left the meeting for minute 80.2.)

80.1. Applications for Financial Assistance

The Clerk reported on each application received and responded to issues raised by Members.

RESOLVED:

(1) That the following donations be made:

	£
CAHA Women's Aid	200
Holywell Autumn Club	300
North Wales Police (and Communities Trust)-PACT	250*
*subject to submission of the required supporting information in accordance with the Council's requirements.	
Fron Park Bowling Club (Waterhouse Cup Competition, 2016)	250

(2) That a donation be not made on this occasion in respect of Shirley Smith's Black Belt Academy.

(3) That additional supporting information be requested in respect of the Citizens Advice Flintshire application.

(4) That the requirements to support applications for financial assistance be reviewed at the precept-setting meeting.

80.2. 2016-2018 National Salary Award for Local Council Clerks and other Council Employees

Consideration was given to the revised salary scales agreed by the National Joint Council (NJC) for Local Government Services, recommended for implementation from the appointed dates for the Council's staff. The nationally agreed pay scales replaced those in place since January 2015 and reflected a 1% increase across the scales. The new pay scales would be met from the Council's salaries budget.

RESOLVED:

That the NJC pay scales with effect from 1 April 2016 and 1 April 2017 be adopted by the Council.

81. CLOSE OF MEETING

The Mayor closed the meeting at 8.55pm.

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Mayor