

HOLYWELL TOWN COUNCIL

CYNGOR TREF TREFFYNNON

Minutes of the Meeting of Holywell Town Council held in the Main Hall, St. Peter's Church, Rosehill, Holywell on Tuesday, 15 September 2015 at 6pm.

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PRESENT: Councillor P.J. McGarry (Mayor).  
Councillors: Mrs. M. Auty, J.M. Johnson, D.W. Jones (for minutes 51 to 57.3), E.B. Palmer, H.G. Roberts (for minutes 51 to 57.2), E. Watkinson and P.A. York.

APOLOGIES FOR ABSENCE were received from Councillors P.J. Curtis, Mrs. K. Davies, Mrs. R. Dolphin, J. Griffiths, Mrs. M.D. Phelan, K. Roberts, B. Scragg, L. Thorley and Mrs. S.E. Wallbanks.

IN ATTENDANCE: D.C. Pierce (Clerk), and M.G. Fearnley (Community Engagement Officer (for minutes 59 to 69).

51. DECLARATION 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
57.3	J.M. Johnson	√	√*	Interest in land for consideration in the LDP.

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

52. HOLYWELL HIGH SCHOOL – DEVELOPMENT UPDATE AND ENGAGING WITH THE COMMUNITY

At the Council's invitation, representatives from the High School and the County Council were in attendance to update the Authority on the progress of the new £30m+ school in Holywell for 3 to 16 year olds. Acting Headteacher, John Weir, said that work on the school site was presently four weeks ahead of schedule and that staff at the school would start the transition to the new building around June 2016, in readiness for the new term in September. He added that the development would be a huge benefit for the whole community. The new complex would replace the existing High School as well as Ysgol Perth y Terfyn (Infants) and Ysgol y Fron (Junior) Schools.

In expressing their full support for the development, Members again raised their concerns regarding potential traffic problems. It was reported that any emerging traffic issues would be highlighted in a travel plan that would be carried out after the school's opening.

Members were invited to the new site to have a look around.

RESOLVED:

- (1) That the Council records its appreciation to the speakers for information presented.
- (2) That, if possible, the Council's November meeting be held at Holywell High School at 6.15pm, such meeting to receive short presentations from the Headteachers of Ysgol Perth y Terfyn and Ysgol y Fron.
- (3) That, in the meantime, a daytime visit be arranged at the school for the following Town Council representatives, with press coverage:

Mayor  
Deputy Mayor  
Councillors E.B. Palmer, B. Scragg and P.A. York.

53. FLINTSHIRE NORTH POLICING UPDATE

PCSO Phil Rushby attended for this item on behalf of Sergeant Mike Wilson. Among the issues covered, he reported on speed checks carried out within the community. He undertook to follow-up with the appointed builder for the High School development regarding Members' concerns about reports of some HGVs leaving the site by turning left and travelling towards the A548 coast road rather than turning right onto Pen y Maes Road to the town centre. A reply would be passed to the Clerk to inform all Councillors of the position.

RESOLVED:

That PCSO Phil Rushby be thanked for his attendance at the meeting.

54. COMMUNITY TRANSPORT – PROPOSED VISIT BY THE COUNTY COUNCIL'S TRANSPORTATION TEAM

Members noted the email from the Chief Officer (Streetscene and Transportation) postponing the visit until a later meeting. This was to allow more time for officers from all service areas of the County Council to work on a more joined up proposal, which could then be presented to Town/Community Councils for their consideration.

RESOLVED:

That the position be noted.

55. MAYOR'S REMARKS

The Mayor extended his congratulations to members of the Council's bowling team who had won the second annual challenge match at Carmel Bowling Club against Whitford Community Council (second win in succession). His civic engagements had included the Mayoral Civic Services at St. Asaph City and Rhyl Town Councils.

Turning to the Well Inn Music Festival held on 5 September, he thanked all those who had supported the event and to the "hands-on" team led by Councillors P.J. Curtis and E.B. Palmer who had again played a very important part in ensuring an enjoyable and successful day.

Reference was made to the need to consider next year's Events Programme at an early stage to establish arrangements through an Events Group, for example, that would see the town and community develop as a quality visitor destination and place to live and enjoy. It was essential to have in place, well in advance, sufficient numbers to help on event days.

In closing his remarks, the Mayor thanked Councillor Palmer for agreeing to represent him on the forthcoming twinning visit to St. Gregoire.

RESOLVED:

- (1) That consideration be given to setting up an Events Working Group to , among other things, put together an Annual Events Programme with resources allocated at the precept-setting meeting.
- (2) That the Mayor's Chain of Office be passed to Councillor E.B. Palmer for use during the forthcoming twinning visit to St. Gregoire.

56. MINUTES

56.1. General

RESOLVED:

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

Council meeting held on 21 July 2015;  
Council Offices Sub-Committee held on 9 September 2015;#  
Community Asset Transfer Committee held on 9 September 2015;#

# (minutes emailed to Members prior to and also circulated at the Council meeting).

56.2. Council Offices Sub-Committee and Community Asset Transfer Committee

RESOLVED:

- (1) That the resolutions of the meetings held on 9 September 2015 be supported and approved.
- (2) That the Council does not express an interest in any of the assets on the County Council's list at the present time but that the possibility be considered again at the next meeting of the Council on 20 October.

56.3. Council Offices Sub-Committee held on 15 September 2015

The Chairman reported that the Sub-Committee would be meeting again on 12 October to consider tenders for the public meeting facilities/associated works at the Council's accommodation at 14 Bank Place.

57. PLANNING

57.1. Planning Applications determined by the Clerk, in consultation with the Mayor, during the Recess Period

**No. Brief Description and Determination**

054003 Outline application for the erection of 1 no. dwelling – 10 Bryn Aber, Holywell: for Mrs. Patricia Collier.

**No objection, provided there are no adverse drainage issues arising from the proposal**

054021 Extension and modifications to existing tea rooms – Pet Cemetery, Brynford Hill, Milwr, Holywell: for Pet Funeral Services Ltd.

**No objection, provided the proposal is ancillary to the main use of the premises.**

054025 Demolition of conservatory and garage and erection of single storey extension to rear – 36 Lon Goed, Holywell: for Mr. & Mrs. Osunjimi.

**No objection.**

054072          Erection of extension to dwelling and conversion of existing outbuildings into ancillary use – Gwylfa, Holway Road, Holywell: for Mr. K. Warburton.

**No objection.**

RESOLVED:

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

57.2. New Planning Applications

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

RESOLVED:

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

**No.                  Proposal**

054004          Change of use from warden's dwelling to training educational classes on ground floor and housing staff office at first floor – 16 Erw Groes, Holywell: for Pennaf Housing Group.

**No objection.**

054102          Erection of 6no. apartments with associated car parking and formation of new vehicular access – 1 Stamford Cottages, Halkyn Road, Holywell.

**Objection, on grounds of over-development and its detrimental impact on the character and appearance of the area, as well as highway safety on the A5026 in relation to movement to and from the proposed development site.**

57.3. Community of Holywell: Flintshire Local Development Plan (LDP) – Settlement Surveys

Consideration was given to the circulated email from the County Council's Planning Policy Team Leader together with accompanying draft Settlement Service Audit Sheets for Holywell and Greenfield, inviting the Town Council's comments by the end of the month based on local knowledge etc.

RESOLVED:

That the County Council be requested to consider extending the deadline for reply until after the Town Council's October meeting to enable further consideration to be given to the drafts.

58. ACCOUNTS

58.1. Payment of Accounts

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>	<u>£</u>
5854 Stamford Gate Hotel – Room Hire CAT Public Meeting 8/7/15	40.00****
5855 C.M. Scott Jewellers – Engraving Schools Project Shield – Wales in Bloom	10.45^^
5856 Viking – Stationery	255.44****
5857 Holywell High School: Donation – Trophies for John McBrien Memorial Tournament/Prize Giving 2015	120.63^^
5858 GBS Design Services – Building Regs Drawings for Council Chamber project etc at 14 Bank Place	450.00****
5859 Flintshire CC – Building Regs fee–do-	130.63****
5860 Flintshire CC: Annual Fee Licensing Act 2003 – Holywell Town Centre 15/8/15-14/8/16	70.00^^
5861 Holywell & District Twinning Association x 2 representatives for 2015 Visit to St. Gregoire	429.00^^
5862 British Gas – Electricity 12/13 Bank Place Offices	97.89****
5863 British Gas – Electricity 14 Bank Place	28.93****
5864 Delyn Press – Newsletters for CAT Meeting 1/9/15	250.00#
5865 NWN Media – Newsletter delivery for Meeting 1/9/15	384.00#
5866 Well Inn Music Festival 5/9/15 – Leaflet Delivery	144.00^^
5867 North & Mid Wales Association of Local Councils Annual Subscription –	

	August 2015 to July 2016	50.00 <sup>^^^</sup>
5868	Jolora – 1 year website Maintenance	1080.00 <sup>^^</sup>
5869	Copyrite Systems – Copier Charges 13/5/15-13/8/15	171.80 <sup>****</sup>
5870	Stamford Gate Hotel – Room Hire CAT Public Meeting 5/8/15	40.00 <sup>****</sup>
5871	D.C. Pierce – Salary – August	1594.66 <sup>***</sup>
5872	M.G. Fearnley – Salary – August	1234.55 <sup>***</sup>
5873	Mrs. M. Reed – Secretarial Expenses – August	48.00 <sup>***</sup>
5874	HMRC (Inland Revenue) – PAYE/ Nat Ins – August	978.15 <sup>***</sup>
5875	T. Butler – watering floral displays Jul/Aug pt (Wales in Bloom)	500.00 <sup>^^</sup>
5876	UHY Hacker Young – Audit of the Council’s 2014/15 Annual Return	498.00 <sup>^</sup>
5877	Wasteater – Trade refuse bags collection to 31/7/15	9.00 <sup>****</sup>
5878	E. Wafford (Kaleidoscope Faces): Services – 999 Day	400.00 <sup>^^</sup>
5879	The Butty Box with Contended Cakes: Lunches on 999 Day 22/8/15	45.90 <sup>^^</sup>
5880	M.L. Davies & Son – Lunches on 999 Day	36.20 <sup>^^</sup>
5881	Maggie’s Kitchen – Lunches on 999 Day	24.00 <sup>^^</sup>
5882	British Gas – Gas at Bank Place Offices	130.59 <sup>****</sup>
5883	Communities First West Cluster – Refreshments at Well Inn Music Festival 5/9/15	100.00 <sup>^^</sup>
5884	Wolfscastle in Bloom x 2 Representatives at Wales in Bloom Ceremony 18/9/15	20.00 <sup>^^</sup>
5885	G. Martin – Hire of Drums at Well Inn Music Festival 5/9/15	100.00 <sup>^^</sup>
5886	The Music Mine – PA Hire for Talk of the Town Stage at Well Inn Music Festival 5/9/15	200.00 <sup>^^</sup>
5887	Stamford Gate Hotel – Room Hire CAT Public Meeting 1/9/15	50.00 <sup>****</sup>
5888 <sup>D/D</sup>	British Telecom – Business Bill 07436273793 July	24.00 <sup>****</sup>
5889 <sup>D/D</sup>	British Telecom – Business Bill to July	110.62 <sup>****</sup>
5890 <sup>D/D</sup>	British Telecom – Business Bill 07436273793 August	25.57 <sup>****</sup>
5891	D.C. Pierce – Salary – September	1594.66 <sup>***</sup>
5892	M.G. Fearnley – Salary – Sept	1179.27 <sup>***</sup>

5893	Mrs. M. Reed – Secretarial Expenses – August	48.00***
5894	HMRC (Inland Revenue) – PAYE/ Nat Ins – September	940.73***
		13,644.67

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

58.2. Income Received

Members received the schedule of income, circulated with the agenda, regarding income between 1 July and 31 August 2015.

58.3. Audited Annual Return and Conclusion of Audit 2014/15 – Holywell Town Council

Members had before them a letter from UHY Hacker Young, External Auditors, and accompanying certified annual return for the year ending 31 March 2015.



RESOLVED:

- (1) That the letter and certified annual return be received and that the Clerk be authorised to arrange publication in accordance with the requirements.
- (2) That the Clerk be thanked for his work as the Council's Responsible Financial Officer.

59. COMMUNITY ENGAGEMENT OFFICER'S REPORT 22/7/15 – 15/9/15

The Community Engagement Officer (CEO) presented his report covering the above period.

A meeting had been arranged with the Council's website provider to look at ways of developing the website. The Clerk added that various information had to be included by law and this aspect also required to be taken into account.

Members were disappointed to learn of the recent closure of Cariad Fashions on the High Street due to running costs that were no longer affordable. The CEO undertook to explore with the County Council the possibility of developing a "pop-up" scheme as part of Welsh Government grant funding.

Members were informed that the streetscape works had now been completed, although a snagging meeting had identified that some work remained outstanding. Members added their comments to the list contained in the report.

Car park charging was being re-introduced with effect from 28 September with the pay meters being installed.

The proposed activities for the Christmas Lights Switch-On event on Friday, 27 November were outlined. Members expressed their preference that the stage for the Switch-On should be at the events area in Tower Gardens.

Members noted the latest position in respect of the St. Winefride's Well Development Project; the proposed "New" Town Partnership arrangements; as well as in respect of the Holywell Leisure Centre and adjacent facilities (Community Asset Transfer) Group; and the latest news on the proposed Holywell A55 signage replacements. A Member raised the matter of the Free Swimming Initiative. It was suggested that only two sites had been chosen within the County, although Holywell was not one of them. It was, however, believed that the funding had been reduced but Holywell had not been excluded.

RESOLVED:

- (1) That the CEO's report be received with thanks.
- (2) That the CEO seek clarification regarding the Free Swimming Initiative and report back to the Member concerned.

60. SHARED PURPOSE : SHARED FUTURE DRAFT STATUTORY GUIDANCE FOR THE WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015

Consideration was given to the letter from the Director of Local Government at Welsh Government referring to the above draft statutory guidance published for consultation between 7 September and 16 November 2015. The link to the document had been circulated separately to Members. Implementation was proposed for 1 April 2016.

The Act placed a duty on certain Community/Town Councils to take all reasonable steps towards meeting the local objectives included in the local well-being plan for the area prepared by an appointed public service board.

A Community/Town Council was subject to the duty only if its gross income or expenditure was at least £200,000 for each of the three financial years preceding the year in which the local well-being plan was published. The Clerk reported that the Town Council's precept for 2014/15 was £151,500 with net expenditure of £154,628.

Community/Town Councils which did not meet the criteria but still wished to contribute towards meeting the local objectives in the local well-being plan were welcome to do so, on a voluntary basis.

Whilst accepting the general principles of the draft guidance, Members expressed certain reservations about the pace and direction of the Welsh Government's agenda for change involving Community/Town Councils where some basic issues, particularly at County Council level, had not as yet been properly addressed for the proposed new authorities.

RESOLVED:

That the general principles of the Draft consultation document be supported but that attention be drawn to the Council's reservations about the timing for implementation of its provisions having regard, in its view, to the need to first have a more co-ordinated approach and realistic timetable for local government reform, starting at unitary authority level.

61. NORTH AND MID WALES ASSOCIATION OF LOCAL COUNCILS (NMWALC) – DRAFT REPORT FOR THE MINISTER’S OFFICE FOR PUBLIC SERVICES AT WELSH GOVERNMENT

Consideration was given to responding to the Draft document from the Secretary of NMWALC which set out the background, main concerns of Association Members and the issues put forward for discussion with Welsh Government as follows:

- setting a realistic timetable for the implementation of the proposed new County Councils.
- the timetable for Town and Community Council Reform including the relationship with the timetable for principal authority reform.
- the need for a common approach to transfer of services to local Town and Community Councils.
- the need for a common approach to Asset Transfer arrangements.
- the ability of Town and Community Councils to deliver services taking into account the following:
  - i) Town and Community Clerks.
  - ii) Funding.
  - iii) Ability to manage such services.
  - iv) Public involvement.
- the duties that any new Town and Community Council may have to take on board.

RESOLVED:

That the Council supports the NMWALC in its efforts to discuss the listed points with the Welsh Government Minister.

62. ENVIRONMENTAL COMPETITION OUTCOMES

Members noted the Council’s second placing (+£75 award) in Flintshire’s Best Kept Communities Competition together with the report from Councillor E.B. Palmer as Chairman of the Wales in Bloom Sub-Committee.

The results of the Wales in Bloom Competition would be announced at the awards ceremony in Wolfscastle, Pembrokeshire on 18 September at which the Authority would be represented by Councillor D.W. Jones, a member of the Wales in Bloom Sub-Committee (on behalf of the Chairman).

RESOLVED:

- (1) That the information be noted and that the attendance of Councillor D.W. Jones at the Wales in Bloom awards ceremony be supported.
- (2) That the Competition results and Judges’ reports be copied to the County Council’s Streetscene Section.

63. WALES IN BLOOM: HOLYWELL TOWN CENTRE FLORAL DISPLAYS – WATERING ARRANGEMENTS

The Clerk reported that, in consultation with the Chairman of the Wales in Bloom Sub-Committee, he had arranged for Mr. Geoff Evans of Holywell to provide cover for Mr. Tom Butler (Waterer) during his holiday at the same rate of pay.

RESOLVED:

That the Clerk's action be endorsed.

64. PUBLIC NOTICE BOARD – HOLY TRINITY CHURCH GROUNDS, GREENFIELD

The Clerk reported that the work had been completed and the Notice Board installed in the Church grounds. A key to use the notice board would be held by a Church Warden and at Greenfield Post Office.

Arrangements were in hand to publicise the new addition in the press.

RESOLVED:

That the information be welcomed.

65. 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) Welsh Government: Devolution, Democracy and Delivery White Paper – Reforming Local Government: Power to Local People – Summary of Responses\*;
- (b) Welsh Government: The Playing Fields (Community Involvement in Disposal Decisions) (Wales) Regulations 2015;
- (c) North Wales Police and Crime Commissioner (PCC); PCC Community Awards – Invitation to members of the public to send their nominations for the People's Award\*;
- (d) North Wales Police: Open Day – 19 September\*;
- (e) Flintshire County Council: Contact Details for Streetscene Enquiries\*;
- (f) Flintshire County Council: Various Traffic Orders Information;
- (g) North Wales Community Health Council: Temporary Changes to Women's and Maternity Services 2015\*;
- (h) Citizens Advice Flintshire: 'Let's Talk about Domestic Abuse'\*.

66. STANDARDS CONFERENCE WALES 2015: STANDARDS AND ETHICS IN A CHANGING WORLD – CARDIFF CITY HALL ON TUESDAY, 20 OCTOBER 2015

Although not on the agenda, the Mayor accepted the item for consideration as a decision was required by the County Council regarding attendance, before the next Town Council meeting on 20 October.

RESOLVED:

That the Clerk invite interest from Town Council Members in attending this year's Standards Conference Wales and inform the County Council as soon as possible of any response.

67. REPRESENTATIVES' REPORTS

None.

68. COUNTY COUNCILLOR REPORTS

The Clerk circulated an email from Councillor P.J. Curtis in his capacity as Chairman of the Greenfield Valley Sub-Committee, regarding the future of the Greenfield Valley and the Heritage Lottery Fund Project (HLF).

The Valley would have its budget cut by 30% over the next few years. Because of this and the HLF project, the way the Board was structured had been reviewed. It had been decided that a new structure was needed and an Extraordinary General Meeting (EGM) would be held on 1 October to put the new structure in place. The EGM would appoint three of the existing trustees to act as an interim board whilst the rest of the trustees resigned. Trustees standing down would be eligible to re-apply. Members were invited to attend the EGM at 5pm at the Valley should they wish to learn more.

RESOLVED:

That the email from Councillor Curtis be circulated to all Members of the Council.

69. CLOSE OF MEETING

The Mayor closed the meeting at 8.40pm.

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Mayor