

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, 15 May 2018 at 6.00pm.

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

Councillor R. Dolphin (Elected Mayor).

Councillors: M. Brooke, K. Davies, P.A. Johnson, S. Johnson, E.B. Palmer, M.D. Phelan, B. Scragg, S.E. Wallbanks and P.A. York.

APOLOGIES FOR ABSENCE were received from Councillors L.A. Carter, A. Coleman, P.J. McGarry and K. Roberts.

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

1. **INTRODUCTION BY HOLYWELL TOWN CRIER**

An introduction to the meeting was announced by the recently appointed Holywell Town Crier Mr Chris Baglin. Mr Baglin was also to perform Town Crier duties as directed at several forthcoming events throughout the year.

RESOLVED:

That Mr Baglin be thanked for his attendance.

2. **MAYOR'S REMARKS – REVIEW OF YEAR 2017/18**

The retiring Mayor remarked that the past year had been a transitional one in many respects, firstly we welcomed new members onto the Council to join those who embarked on further terms of office. We had appointed a new staffing team: Jason Baker as Town Clerk and Collette Lowry as Support Officer joining Martin Fearnley, and we wished our retiring Clerk Colin Pierce farewell and a long and happy retirement.

The retiring Mayor stated we had strived to develop the services we provide over the past year, including an enhanced events programme, the production of a first business plan for the Council, a review of our back-office systems introducing new technology and modern ways of working and progressed a number of key projects to benefit the community, such as electric car charging points, a covered events area for Tower Gardens, investigations into the reopening of a railway station at Greenfield and the approval of a trial

period for opening the high street to traffic, working in partnership with local businesses and the County Council.

The retiring Mayor thanked his Mayoress, fellow members and the staff for their hard work and support during his third term of office as Mayor of Holywell, and wished his successor best wishes for another positive year for the Holywell community.

Finally, the retiring Mayor paid tribute to the Deputy Mayor Councillor K. Roberts for his hard work through the year who was unfortunately standing down.

3. ELECTION OF MAYOR – MUNICIPAL YEAR 2018/19

3.1. Mayor's Election

The retiring Mayor asked for nominations for Mayor of Holywell for the Civic Year 2018/19.

Consideration was given to the Mayor's election having regard to the Deputy Mayor's confirmation that he was unfortunately not able to be considered currently for the office of Town Mayor.

RESOLVED:

That Councillor Rosetta Dolphin (Greenfield Ward) be elected Mayor of Holywell Town Council for 2018/19.

3.2. Investiture of Chain of Office, Signing of Declaration of Office and other formalities

The newly elected Mayor, Councillor Rosetta Dolphin, was invested with the Mayoral Chain of Office by Councillor Joseph M. Johnson. Councillor Dolphin signed the Declaration of Acceptance of Office (countersigned by the Clerk).

The Mayor announced that Mr Richard Dolphin would be serving as her Mayor's Consort and was invested with his Chain of Office.

The Mayor chaired the remainder of the meeting.

3.3. Mayor's Opening Statement for 2018/19

The Mayor thanked everyone for their kind sentiments. She would do her best to represent the Holywell community. Her charities for the year were the Good Companions and Debonaires Morris Dancing Troop. The Mayor's Civic Service was planned for Sunday 2nd

September 2018 and would be held at Holy Trinity Church, Trinity Road, Greenfield. More details would follow in due course concerning the Mayor's Charity Ball arrangements.

RESOLVED:

That the Mayor's reports be received and noted.

4. ELECTION OF DEPUTY MAYOR – MUNICIPAL YEAR 2018/19

RESOLVED:

That Councillor Paul A. Johnson (Holywell West Ward) be elected Deputy Mayor of Holywell Town Council for 2018/19.

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). He thanked everyone for supporting him.

5. PRESENTATION TO FORMER HOLYWELL TOWN MAYOR 2017/18

The Mayor presented the retiring Mayor with a personal gift and an inscribed Council plaque to mark his term of office for 2017/18.

6. DECLARATIONS OF INTEREST – MEMBERS' CODE OF CONDUCT

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

Minute No.	Name of Councillor	Personal	Prejudicial	Nature of Interest
13.1	P.A. York	✓		058400 Resides adjacent to the proposed development.

7. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

7.1. Existing Representation

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. A review had taken place to omit groups which were no longer operational.

RESOLVED:

That the following Members be appointed to serve on the bodies listed for 2018/19.

- | | |
|--|--|
| (a) Holway Community Centre | Councillor L.A. Carter
Councillor A. Coleman |
| (b) The Holywell Band | Councillor J.M Johnson |
| (c) North & Mid Wales Association
Of Local Councils | Councillor P.A. Johnson
Councillor K. Davies
Councillor P.A. York
Deputy: Councillor M.D.
Phelan |
| (d) Halkyn Mountain Common
Joint Consultative Board | Councillor P.A. Johnson
Councillor J.M Johnson |
| (e) Estuary Voluntary Car Scheme | Councillor S.E. Wallbanks |
| (f) Holywell Walkers are Welcome
Committee | Councillor B. Scragg |
| (g) Flintshire County Forum | Councillor L.A. Carter
Councillor M.D. Phelan
Councillor P.A. York
Deputy: Councillor M. Brooke |
| (h) Holywell Town Centre
Partnership | Councillor E.B. Palmer
Councillor L.A. Carter
Councillor A. Coleman
Deputy: Councillor S. Johnson |
| (i) North Wales Play
Association | Deputy Mayor |
| (j) Holywell Business Group | Councillor M. Brooke |

7.2. New Requests

Members considered a request from Mr Russ Warburton, Chair of the Business Group for a Member to be appointed to represent the Town Council and attend the monthly meetings of this group.

RESOLVED:

That Councillor M. Brooke be appointed as representative to attend future meetings of the Business Group (see 7.1 (j) in listing above).

8. APPOINTMENT OF CHAIR OF FINANCE COMMITTEE

RESOLVED:

That Councillor P.A. Johnson be appointed Chair of the Finance Committee of the Council for 2018/19, 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 AND WORKING GROUPS

Consideration was given to appointing Sub-Committees and Working Groups for the ensuing municipal year. Members had before them for this purpose, a schedule of the current representation.

RESOLVED:

- 1) That the Sub-Committees for 2018/19 be appointed as follows:

Audit Sub-Committee

Councillor L.A. Carter (West)
Councillor J.M. Johnson (East)
Councillor E.B. Palmer (Central)
Councillor B. Scragg (Greenfield)
Councillor P.A. Johnson, Chair of Finance Committee

Chair's Sub-Committee

All Elected Chairs

Council Offices & Communications Sub-Committee

Councillor M. Brooke
Councillor L.A. Carter
Councillor K. Davies
Councillor P.J. McGarry
Councillor E.B. Palmer
Councillor S.E. Wallbanks

Holywell & Greenfield Development & Transport Sub-Committee

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

Town Centre Sub-Committee

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

Wales in Bloom Sub-Committee

Councillor M. Brooke
Councillor K. Davies
Councillor J.M. Johnson
Councillor S. Johnson
Councillor P.J. McGarry

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

2) That the Working Groups for 2018/19 be appointed as follows:

Events Working Group

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

Community Asset Transfer

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

Greenfield Railway Halt

Councillor R. Dolphin
Councillor J.M. Johnson
Councillor P.A. Johnson
Councillor E.B. Palmer
Councillor K. Roberts
Councillor B. Scragg
Councillor P.A. York

Financial Assistance to Organisations

Councillor M. Brooke
Councillor L.A. Carter
Councillor J.M. Johnson
Councillor P.A. Johnson
Councillor B. Scragg

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 as required from the Mayor's Allowance and Charity Accounts, these accounts being separate to the Council's main accounting framework.
- (3) That the Deputy Mayor and Clerk be authorised to sign payments as required from the new Deputy Mayor's Allowance Account, this account being separate to the Council's main accounting framework.
- (4) That the current authorised signatories for (1) above be confirmed as follows:
Councillors L.A. Carter, K. Davies, R. Dolphin,
B. Scragg and S.E. Wallbanks.

11. **MINUTES**

RESOLVED:

That the minutes of the following meetings be approved and signed as a correct record.

Wales in Bloom Sub-Committee held on Tuesday 10th April 2018.

Holywell Town Council held on Tuesday 17th April 2018.

Audit Sub-Committee held on Tuesday 24th April 2018.

Holywell & Greenfield Development & Transport Sub-Committee held on Wednesday 2nd May 2018.

Town Centre Sub-Committee held on Wednesday 9th May 2018.

12. PLANNING

12.1. 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.

Application Number	Proposal Details
058299	Erection of stables and menage area and change of use of land to grazing of horses. (See attached plans). Location: Land at Pen Y Ball Hill, Holywell, Flintshire, CH8 8SZ. Applicant: Heather Dickens. <i>OPPOSED. There were access and rights of way concerns and a lack of detail in the application. The whole look of the area would be affected and there were also environmental concerns with the diesel emissions from vehicles transporting horse boxes, etc. Further consultation would be desirable, and the Council would await comments from Highways Officers.</i>
058391	Two storey side extension. Location: 2 Maes Y Plwm, Holywell, CH8 7XE. Applicant: Mr M. Stubbs. <i>NO OBJECTION.</i>
058400	Erection of two storey single dwelling. Location: 2 Rayon Road, Greenfield, Holywell, Flintshire, CH8 7EQ. Applicant: Mr R Parry. <i>OPPOSED. There were environmental and drainage concerns associated with the culvert situated to the rear of the proposed development, which could be a flooding risk. Clarification of the ownership rights on this land would also be required.</i>
058414	Change of use from dwelling house (Class C3) to residential care home (Class C2) for up to five adults and associated external alterations. Location: Oakmere House, Bryn Celyn, Holywell, CH8 7QF. Applicant: Options Group. <i>TBC</i>

12.2. Draft Enforcement Policy Consultation

Members considered the draft planning enforcement policy prepared by the County Council.

RESOLVED:

That the Clerk informs the Planning Department that the draft policy is welcomed by members who hope it will assist in strengthening the enforcement service.

13. ACCOUNTS

13.1. Accounts for Payment

RESOLVED:

That payment of the following accounts be approved, the necessary audit checks having been undertaken in accordance with the requirement of the Audit Sub-Committee.

Voucher Number	Payment Method	Creditor Name	Payment Details	Amount £	Power Key
6891	CHQ	Flintshire County Council	Markets Licence	8.50	^^
6892	CHQ	Flintshire County Council	Garage Rent 2018/19 3 Well Street	474.50	****
6893	CHQ	Carmel & Holywell Woodcraft Association	Refurbish and Reinstate top to honour board Bank Place Offices	150.00	****
6894	ONLINE	Zurich Municipal	Council Insurance Policy April 2018 - March 2019	1,551.14	****
6895	ONLINE	Chubb Fire & Security	Fire Equipment Contract April 2018 - March 2019	249.98	****
6896	ONLINE	UK Vending Ltd	Drinks Machine Refreshment Packs	60.15	****
6897	ONLINE	Viking	A4 Paper, Paper Towels, Soap	47.27	****
6898	CHQ	Councillor E.B. Palmer	Travelling Costs - Attend Middlewich Mayoral Ball 14/4/18	36.00	^^**
6899	ONLINE	Jolora	Domain Registration Renewal Fee	48.00	****
6900	ONLINE	Councillor M. Brooke	Reimbursement for Town Crier Bell	15.45	^^
6901-6903	ONLINE	Council Staff	Salaries - April 2018	3,761.18	***
6904	ONLINE	Blackwells Stonecraft	War Memorial Relettering	1,152.00	###

		Ltd	Works Connects Building/Panton Place		
6905	ONLINE	HMRC	Paye/NI Costs - April 2018	1,012.67	***
6906	ONLINE	Viking	Mineral Water	14.39	****
6907	ONLINE	Cambria Band	Perform at Spring Event 10/3/18 (Replacement Payment - Cheque Lost)	50.00	^^
6908	CHQ	NW Association of Local Councils	4 x delegate lunches for meeting 20/04/18	64.00	****
6909	ONLINE	Chubb Fire & Security	Fire Blanket Notice	9.60	****
6910	ONLINE	Siân Jones Translation Services	Translation to Welsh of Various Documents	17.60	***
6911	ONLINE	Delyn Press	2 x Receipt Books	36.00	****
6912	ONLINE	Cambria Band	Perform at Information Day 28/4/18	50.00	^^
6913	ONLINE	Delyn Press	Supply Letterheads and Compliment Slips	70.80	****
6914	CHQ	Cookie's Events	Entertainment Package at Information Day 28/4/18	400.00	^^
6915	CHQ	Holywell St Johns Ambulance	Attendance at Information Day 28/4/18	120.00	^^
6916	CHQ	E. Billington	Face Painting at Info Day Event 28/4/18	100.00	^^
6917	CHQ	PhilsHarmonics	Perform at Information Day 28/4/18	50.00	^^
6918	CHQ	Wales in Bloom	Entry for 2018 Competition - Town Category	150.00	^^
6919	CHQ	Palm Signs	Supply and fit 20 Plaques to planter in town centre	1,464.00	^^
6920	DD	Nest	Staff Pension Costs - April 2018	87.69	***
6921	DD	Opus Energy	Gas Charges - Mar 2018	170.26	****
6922	DD	British Telecom	Phone and Broadband - 12/3/18-11/4/18	135.36	****
6923	DC	Label Bar	100 Asset Labels	29.94	****
6924	DC	1&1 Internet Ltd	Office Premium/Mail Pro	50.19	****
6925	DC	Royal Mail	Postages	6.82	***
6926	DC	Royal Mail	Postages	3.74	***
6927	DC	The Sandhurst Hotel	Overnight Stay - Middlewich Charity Ball Cllr E.B. Palmer	60.00	^^**
6928	DC	Royal Mail	Postages	2.80	***
6929	DC	Crazy Ladies	Town Crier Costume	104.99	^^
6930	DC	Royal Mail	Postages	2.02	***
			TOTAL	11,817.04	

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.173, 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
- ### War Memorials (Local Authorities' Powers) Act 1923

13.2. Income Received 1 April - 30 April 2018

Members received the schedule of income, circulated with the agenda, regarding income received in April 2018.

14. COMMUNITY ENGAGEMENT

Members had before them for consideration the latest report of the Community Engagement Officer. Members raised items within the report for clarification and for additional information. A briefing was provided on a funding opportunity for local businesses in the town. Councillor E.B. Palmer provided an update on his attendance at the recent Cadi Ha event in the town.

RESOLVED:

- (1) That Councillors P.A. Johnson, J.M. Johnson, E.B. Palmer and B. Scragg be nominated for the bi-monthly Police Liaison Meeting. CEO to make the necessary arrangements.

(2) That the CEO continues to represent the Council on the Cadwyn Clwyd Local Action Group.

15. CORRESPONDENCE AND OTHER MATTERS

15.1. Article Submission for *The Clerk* Magazine

Members considered a request from the Editor of *The Clerk* magazine for the Clerk to write an article covering the Holywell digital town initiative and the partnership with Square UK. The article would then be published in the September 2018 edition.

RESOLVED:

That approval is given for the Clerk to submit the article as requested.

15.2. PhD Thesis Research Request

Members considered a request from a student of Aberystwyth University for support in undertaking research into the issues affecting the High Street.

RESOLVED:

That the Clerk contacts the student concerned and offers support and advice as necessary.

15.3. iPad Tablet Rollout

Members received an update from the Clerk on the timetable and arrangements for the rollout of the iPad tablets. The tablets should be operational in readiness for the June meeting of the Council; the paper based system would be run in parallel with the tablets for a two month period.

15.4. Summer Playschemes

Members considered the further financial information supplied by Janet Roberts, Play Development Officer in relation to the four summer playschemes intended to operate during the forthcoming summer holidays.

RESOLVED:

That the Clerk writes to Janet Roberts to confirm the Council's participation in this year's scheme and request a written evaluation, following approval by members.

15.5. Updated Council Policies

Members reviewed the latest policy revisions/updates related to standing orders and the publication scheme.

RESOLVED:

That the policy updates relating to standing orders and the publication scheme be approved and published by the Clerk.

15.6 Reports Received

Members were informed that the following items had been received and were available for perusal from the Clerk. A copy was enclosed where the item is marked *, or ** if already circulated to Members:

Ref	Item	Status	Date Circulated
A	Welsh Government News	**	13 Apr 2018
B	Letter from Cabinet Secretary for Local Government and Public Services	**	19 Apr 2018
C	PCSO Phil Rushby – Speedwatch Scheme	**	19 Apr 2018
D	FCC Bus Network Review	**	23 Apr 2018
E	Jack Sargeant AM – Jobs Summit	**	24 Apr 2018
F	Flintshire Libraries Opening Hours	**	24 Apr 2018
G	Press Release – High Street Depedestrianisation	**	30 Apr 2018
H	Good Newsletter of Transition Group	**	8 May 2018
I	FLVC – Volfest Invite	**	8 May 2018

16. STAFFING MATTERS

16.1. Job Evaluation – Support Officer

Members considered a regrading recommendation from the appointed panel of members, which followed the resolution to re-evaluate this role made by the Audit Sub-Committee.

RESOLVED:

That the Support Officer post move up one grade from LC1 spinal column points 15-17 (below substantive range) to LC1 scp 18-22 (substantive or benchmark range), with effect from 1 June 2018. Clerk to make the necessary arrangements.

16.2. Job Title Change – Community Engagement Officer

Members considered a change of job title for the above post, which was to better reflect the remit of this role going forward. The proposed new job title was Projects and Development Officer.

RESOLVED:

That the Community Engagement Officer role is retitled Projects and Development Officer. Clerk to make the necessary arrangements.

16.3. 2018-2020 Staff Pay Award

The Clerk informed members that the National Joint Council (NJC) had reached agreement on the 2018-2020 pay award, effectively a 2% pay increase from April each year for a 2-year period.

RESOLVED:

That Members note and endorse the implementation of the new pay rates.

16.4. Appointment of Town Crier

Members considered the appointment of the Town Crier and discussed an appropriate remuneration based on each appearance and performing the required duties of the role.

RESOLVED:

That the town crier is paid £50 per appearance which is to be funded from the events budget. The first appearance was to be at the Line Dancing Event on 2nd June 2018. Clerk to write to Chris Baglin, Holywell Town Crier to confirm his appointment and the rate of remuneration. Further town crier appearances to be considered by the Events Working Group.

17. REPRESENTATIVES' REPORTS

Councillor B. Scragg provided an update on community transport matters. There was to be a further meeting to discuss the proposed bus timetable.

Councillor M.D. Phelan provided an update on matters discussed at the recent County Forum meeting held on 10th May 2018. The forum discussed the review of the town and community council sector in some detail.

Councillors K. Davies and P.A York provided an update on the matters arising at the recent North Wales Association of Local Councils meeting held on 20th April 2018. There was a presentation from Welsh Government on nuclear waste disposal facilities, and discussions around homelessness and rough sleeping and the potential use of hotels/hostels to mitigate this situation.

18. COUNTY COUNCILLOR REPORTS

Councillor E.B. Palmer reported his initial observations following the commencement of the trial period for opening the high street to traffic. Further meetings of the working group were planned to resolve any operational issues arising during the trial period.

Councillor P.A. Johnson updated members on regeneration funding available from Welsh Government, following a meeting of the Community and Enterprise Scrutiny Committee. There was £22m available for North Wales and Holywell were ranked no. 1 in Flintshire based on the criteria set for allocation of the money available.

19. CLOSE OF MEETING

The Mayor closed the meeting at 7.40pm.

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Mayor