

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, 19 June 2018 at 6.00pm.

PRESENT: Councillor R. Dolphin (Mayor).

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

APOLOGIES FOR ABSENCE were received from Councillor P.J. McGarry.

IN ATTENDANCE: J. Baker (Clerk).

20. 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
28.5	M. Brooke	✓		Personal business with applicant

21. BUS NETWORK REVIEW PRESENTATION

Ruth Cartwright, Flintshire County Council attended to brief members on the County Council’s bus network review. Members were referred to the consultation document which contained four options:

- Option 1 - Stop subsidising bus routes completely
- Option 2 – Do nothing
- Option 3 – Support the core bus network and implement local travel arrangements in communities not on the core network.
- Option 4 - Support the core bus network and provide a demand responsive service for communities not on the core network.

The review would continue through June 2018, but community feedback was being collated and a report would then be presented to the County Council’s cabinet in July 2018. Low performing routes had already been scaled back or withdrawn completely. £1m was budgeted each year for the subsidised services of which around 50% was grant funded.

Members referred to the community transport pilot undertaken and looked forward to starting the Holywell scheme, to benefit the town and surrounding communities. Members also referred to the importance of the coastal bus service into Industrial Estates and Chester, and the services on housing estates such as Pen-y-Maes and the Holway serving elderly residents.

RESOLVED:

That Ruth Cartwright be thanked for attending and providing the information for the scheme.

22. FLINTSHIRE NORTH POLICING UPDATE

The Mayor welcomed Sergeant Sue Carrington, North Wales Police, to the meeting, who provided an update on the work of the Police within the community. The Mayor wished District Inspector Andy Griffiths well in his new role.

Several operational concerns were discussed covering the following issues:

- Speeding on several roads in the Holywell community
- Speed awareness checks
- Anti-social behaviour in and around town centre areas
- The trial period on the High Street for traffic access
- The Drug Litter Collection Service
- Pub licencing checks
- Parking on Fron Park Road junction by the schools
- Operation Snap Dash Cam Footage
- Crime information and statistics

RESOLVED:

That Sgt Carrington be thanked for attending and briefing members.

23. MAYOR'S REMARKS

The Mayor referred to the Line Dancing Day held in the town on Saturday 2 June, once again this was a very enjoyable, well attended event. The Mayor thanked past Mayor Joe Johnson for his efforts and hard work in organising the event. The next event in the town was to be the Wellbeing Day, due to take place on Saturday 23 June 2018.

The Mayor attended the opening of the hairdressers Regal Mane and wished the staff all the best with their business venture. The Mayor thanked Deputy Mayor Paul Johnson for attending the Mayor making ceremony at Middlewich Town Council. The Deputy Mayor remarked it was a very enjoyable evening. The Mayor had also attended the Connah's Quay Mayor's

Civic Service and a Salvation Army church event during the first month of office.

It was confirmed that there continued to be further positive publicity generated in the media for the town, Sky News, BBC Countryfile, The Times newspaper and the New York Times having all featured articles on how the town had reacted so positively to the bank closures including the partnership with Square UK.

The Mayor thanked local resident William Parry, of Panton Place, Holywell for his kind gifts featuring framed remembrance poems, and had asked the Clerk to display these items in the Ground Floor Meeting Room.

The Mayor referred to the Pet Cemetery in Brynford's excellent project in installing a national military dog memorial. The Deputy Mayor outlined the details of this project.

The Mayor also referred to the Holywell Post Office's recent success at the national banking awards, the MBE awarded to Dr Prasad former GP at Panton Place Surgery and some positive comments from the Holywell Business Group on community and partnership working.

The Mayor proposed a change of time for full council meetings and confirmed costs for a mayor's consort civic regalia badge.

RESOLVED:

- 1) That the Clerk writes to Mr Parry on behalf of the Mayor to thank him for the gifts received.
- 2) That the Clerk writes to the Pet Cemetery offering members' support for the military dog memorial project.
- 3) That the Clerk writes to Dr Prasad and Holywell Post Office congratulating them on their recent achievements.
- 4) That all future meetings of the Council should commence at 6.00pm.
- 5) That the Clerk proceeds with the order for mayor's consort civic regalia, and researches costs for deputy mayoress ribbon/chain of office.

24. MINUTES

24.1. General

RESOLVED:

That the minutes of the following meetings be approved and signed as a correct record by the Mayor and Chairmen of the Sub-Committee(s) as appropriate:

Annual Meeting of Holywell Town Council held on Tues 15 May 2018;
Council Offices & Comms Sub-Committee held on Thurs 17 May 2018;
Town Centre Sub-Committee held on Tuesday 5th June 2018;
Town Centre Sub-Committee held on Tuesday 12th June 2018;
Wales in Bloom Sub-Committee held on Wednesday 13th June 2018.

25. PLANNING

25.1. 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.

Application Number	Proposal Details
058226	New Fire Test Facility on vacant land – Kingspan Ltd, Greenfield Business Park, Bagillt Road, Greenfield. NO OBJECTION subject to the relevant pollution control measures being put in place.
058299	Erection of stables and menage area and change of use of land to grazing of horses - Land at Pen Y Ball Hill, Holywell, Flintshire, CH8 8SZ. OPPOSED for reasons already stated, there were still concerns about this form of development in an urban area of the town in terms of highways and accessibility.
058445	Proposed single storey at rear of property comprising of 2 bedrooms and a shower room - 5 The Beeches, Milwr, Holywell, CH8 7SW. Applicant – Mr & Mrs A.J. Schofield. NO OBJECTION.

058470	Erection of a detached garage – 85 Pen-y-Maes Gardens, Holywell. Applicant: Mr John Crane. NO OBJECTION.
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26. ACCOUNTS

26.1. 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 Type	Creditor Name	Payment Details	Amount £	Power Key
6931	ONLINE	Tents & Events	Hire of Marquee - Info Day Event 28/4/18	852.00	^^
6932	CHQ	Ysgol Gwenffrwd	Wales in Bloom Schools Competition Donation	50.00	^^
6933	CHQ	Ysgol Maes-y-Felin	Wales in Bloom Schools Competition Donation	50.00	^^
6934	CHQ	Ysgol Maesglas	Wales in Bloom Schools Competition Donation	50.00	^^
6935	CHQ	St. Winifride's RC School	Wales in Bloom Schools Competition Donation	50.00	^^
6936	ONLINE	Cllr L.A. Carter	Reimbursement of taxi fare - County Forum 10/5/18	36.00	^^**
6937	ONLINE	Holywell Leisure Centre	Contribution 2018/19 (1 of 3)	6,666.67	^^^
6938	ONLINE	Siân Jones Translation Services	Translation of events leaflet/town crier text	52.60	***
6939	ONLINE	Delyn Press	5000 no. Holywell Event Programmes	322.00	^^
6940	ONLINE	Viking	Paper/Stamps/Consumables	51.90	****
6941	ONLINE	West Flintshire Comm Enterprises	Room Hire - April/May 2018	100.00	****
6942	ONLINE	Rialtas Business Systems	Year End Closedown Fri 4/5/18	658.50	^^
6943	ONLINE	Flintshire County Council	Bank Place Offices Business Rates 1st Instalment	9,894.50	****
6944	ONLINE	HMRC	Paye/NI Costs - May 2018	1,102.54	***
6945 - 6947	ONLINE	Council Staff	Salaries - May 2018	3,933.83	***

6948	ONLINE	J. Baker	Travelling Costs - April 2018/Subsistence & Fares	115.50	***
6949	CHQ	Chris Baglin	Town Crier Duties - Line Dancing Event 2/6/18	50.00	^^
6950	CHQ	Bulldog Hire Ltd	Supply inflatable/bronco - Line Dancing Event 2/6/18	300.00	^^
6951	CHQ	Derek Darby	Services provided - Line Dancing Event 2/6/18	300.00	^^
6952	CHQ	Julie Gabriel	Services provided - Line Dancing Event 2/6/18	150.00	^^
6953	CHQ	Steve Darren	Services provided - Line Dancing Event 2/6/18	175.00	^^
6954	ONLINE	Stamford Gate	Provision of buffet - AGM 15/5/18	455.95	***
6955	ONLINE	Copyrite Systems	Copier charges 14/2/18 - 13/5/18	335.66	****
6956	ONLINE	Viking	Paper/Stamps/Stationery	71.71	****
6957	DD	Welsh Water	Water 14 Bank Place 18/10/17-19/4/18	61.16	****
6958	DD	Welsh Water	Water 12/13 Bank Place 18/10/17-19/4/18	48.71	****
6959	DD	Nest	Staff Pension Costs - May 2018	95.37	***
6960	DD	BNP Paribas Leasing	Copier Lease 25/5/18 - 24/8/18	202.80	****
6961	DD	Opus Energy	Gas Supply - April 2018	113.59	****
6962	DD	British Telecom	Phone/Broadband - May 2018	137.22	****
6963	DC	Royal Mail	Postages	2.52	***
6964	DC	1&1 Internet Ltd	Office Premium/Mail Pro	50.19	****
6965	DC	C.M. Scott Jewellers	Wales in Bloom Shield/Bell/Mayoral Shield	79.94	^^
6966	DC	Royal Mail	Postages	3.74	***
6967	DC	Tesco	Wrapping Paper	3.50	***
6968	DC	Royal Mail	Postages	2.02	***
6969	DC	Royal Mail	Postages	1.01	***
			TOTAL	26,626.13	

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

26.2. Income Received (1/5/18 - 31/5/18)

Members received the schedule of income, circulated with the agenda, regarding income received during May 2018.

26.3. Audit of Accounts - Annual Return for the year ending 31 March 2018

Members considered approval of the accounting statements and Annual Governance Statement certified by the Clerk as part of this year's annual return. The Clerk had received positive feedback on both the financial year end accounts closedown programme and the internal audit.

RESOLVED:

That the Mayor and Clerk be authorised to proceed and sign off the required paperwork.

27. COMMUNITY ENGAGEMENT

27.1. Monthly Report

Members noted the Projects and Development Officer's monthly report; several matters were discussed including town centre funding, a potential tourism presentation and active travel meeting arrangements.

RESOLVED:

- 1) That the Community Engagement Officer's report be received with thanks.

- 2) That the following projects be allocated as priority for the town centre funding: mobile CCTV unit, children's educational litter bins and any other environmental improvement work as appropriate.
- 3) That the Projects and Development Officer confirms the Active Travel meeting arrangements and arranges the Tourism presentation for a future meeting in the Autumn period.

28. CORRESPONDENCE AND OTHER MATTERS

28.1. Senedd@Delyn

Members noted the arrangements for the forthcoming Senedd@Delyn event, taking place week commencing 25th June 2018, as detailed in the letter to the Mayor.

28.2. Elections for Chair and Vice Chair – North and Mid Wales Association of Local Councils

Members considered nominations for candidates to stand for election at the Annual Meeting to be held on Friday 20th July 2018.

RESOLVED:

That no nomination is submitted at the present time.

28.3. Renewal of Holywell's Fairtrade Town Status

Members considered a request by Pat Rogers, Chair Flintshire Fairtrade Coalition to support Fairtrade and approve serving Fairtrade products at meetings.

RESOLVED:

That the Clerk writes to Pat Rogers confirming members' support, and to check on the Fairtrade status of existing refreshments/drinks pods with the current supplier.

28.4. Seafarers UK Red Ensign Flag Flying – 3 September 2018

Members considered taking part in the commemoration of Merchant Navy Day by flying a red ensign flag on 3 September 2018.

RESOLVED:

That the Clerk investigates whether a flagpole could be installed at the front of Bank Place Offices, and if permissible attend to the installation arrangements and order a flag for the commemoration.

28.5. Lease/Sub Licence of Ground Floor Space, Kings Head Building

Members considered the options and the work progressed thus far by the Town Centre Sub-Committee, concerning the following matters:

- a) the appointment of an occupant from the expressions of interest received;
- b) entering into a formal leasing agreement with the landlord of the building and a subsequent sub-licence with an appropriate occupant OR recommend to the landlord an appropriate occupant which they can offer a lease to directly.

RESOLVED:

- 1) That the Clerk writes to West Flintshire Community Enterprises to inform them they will be recommended as an occupant of the building to the landlord, based on their submitted business plan for a café, community hub and museum.
- 2) That the Clerk writes to Wales and West Housing to inform that to move the project forward the Council favour a directly managed approach between the landlord and prospective occupant. The Council do however wish to be kept informed of progress on final occupation and project implementation.

28.6. Holywell High Street Traffic Trial – Community Meeting and Poll

Members considered the arrangements for holding a community meeting, and subsequent community poll, to consult with residents on opening the High Street to traffic on a permanent basis.

The Mayor reminded members of some of the key processes involved in the meeting:

- The first issue would be to agree the date, time and venue for the community meeting ideally mid-September to allow time for finalising arrangements and the promotion of the date.
- At the community meeting it was only the residents of the four Holywell wards that could vote, although anyone could attend.
- Two issues were voted on at the meeting –
 1. Do residents want a community poll over opening the high street to traffic?
 2. Agree the question for the ballot paper at the poll, the question must be clear, unambiguous and avoid double negatives.
- At least 150 people need to be present at the meeting for a poll to be requested.
- The poll result was not legally binding but would give members an indication of the public view near the end of the trial period.

RESOLVED:

That the community meeting should take place at 6.00pm, Thursday 20 September 2018 at Holywell Leisure Centre Sports Hall, subject to availability. Clerk to make the necessary arrangements and then advise members once matters have been finally confirmed.

28.7. 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	NWCHC Press Release – Hascas Report	**	14 May 2018
B	CAIS Spring Newsletter	**	16 May 2018
C	My Community My Council Drop in Day	**	18 May 2018
D	Transition Holywell Tree Planting Petition	**	21 May 2018
E	GVT Agendas/Minutes	**	21 May 2018
F	OWL Bulletin – Old Wine Vaults, Holywell	**	24 May 2018
G	NWCHC Press Release – Out of Hours GP	**	24 May 2018
H	Town Centre Regeneration - Canada	**	4 Jun 2018
I	FCC County Forum Meeting Documents	**	4 Jun 2018
J	OWL Bulletin – Brown Bin Scam	**	4 Jun 2018
K	OWL Bulletin – Holway Garage Incident	**	6 Jun 2018
L	FCC Well Being Plan 2017-2023	**	7 Jun 2018
M	Summer Holiday Share Your Lunch Scheme	**	7 Jun 2018

N	Flintshire Connects Revised Opening Hours	**	7 Jun 2018
O	Welsh Government Women of Wales Event	**	8 Jun 2018
P	Welsh Government News – Rail/Plastics	**	8 Jun 2018
Q	FLVC News Bulletin	**	12 Jun 2018
R	Business Group Minutes 22 May 2018	**	13 Jun 2018

29. REPRESENTATIVES' REPORTS

Councillor P.A. Johnson updated members on the recent meeting of the West Flintshire Group of Town and Community Councils. Matters discussed included the Greenfield railway station project, the trial period for opening of the High Street to traffic and local policing matters.

Councillor M. Brooke stated he had attended the last Business Group meeting and the Clerk had circulated the minutes.

Councillor B. Scragg updated members on the latest position with the community transport bus scheme. It was hoped the scheme would be live soon and route/timetable information available shortly.

30. COUNTY COUNCILLOR REPORTS

Councillor J.M. Johnson updated members on the latest developments concerning the Kingdom cigarette policing/litter operations across the County. The contract was currently under review.

Councillor P.A. Johnson referred to the forthcoming Holywell Masterplan meeting with Steve Jones, Flintshire County Council due to take place on Wednesday 20 June 2018.

Councillor E.B. Palmer stated that the next operational meeting to review the High Street traffic trial would be taking place in September 2018.

31. CLOSE OF MEETING

The Mayor closed the meeting at 8.15pm.

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Mayor