

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, 18 September 2018 at 6.00pm.

PRESENT: Councillor P.A. Johnson (Chair/Deputy Mayor).

Councillors: M. Brooke, L.A. Carter, J.M. 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 A. Coleman, K. Davies, R. Dolphin and P.J. McGarry.

IN ATTENDANCE: J. Baker (Clerk).

45. DECLARATIONS OF INTEREST – MEMBERS’ CODE OF CONDUCT

None.

46. FLINTSHIRE NORTH POLICING UPDATE

Sgt Sue Carrington attended and provided an update to members on policing matters currently affecting the Holywell community. Anti-social behaviour, malicious communication and shoplifting were common themes and some arrests had been made.

Members expressed concern over the consumption of alcohol in public spaces particularly the town centre and around the Tesco store. Since a change in legislation in 2014 this is no longer illegal.

The police liaison meetings had now commenced and would run on a bi-monthly basis.

RESOLVED:

- 1) That Sgt Carrington be thanked for attending and giving the presentation.
- 2) That the Clerk writes to the County Council’s Legal Team to obtain advice on the process involved in applying for a Public Space Protection Order.

- 3) That, following the November meeting of the council and due to the establishment of the police liaison group, there would no longer be a requirement for a police representative to attend meetings of full council.

47. WEST FLINTSHIRE FIRST WORLD WAR COMMEMORATIVE EVENT

47.1. Presentation by Peter Curtis, Board Member

Peter Curtis, Board Member for the Project, gave a presentation to members outlining the proposed programme of events and activities to take place on the afternoon of Sunday 11th November 2018. Local schools, the British Legion and Rotary Clubs are all involved and funding for the event had been secured. A presentation had also been given to the businesses which was well received. Another aspect of the project was the establishment of a website resource providing background on those soldiers from the Holywell area who lost their lives in the first world war.

Members stated they were looking forward to the event which would enhance the Remembrance Sunday arrangements for this year.

RESOLVED:

- 1) That Peter Curtis be thanked for attending and giving the presentation.
- 2) That the Town Crier be invited to open up the event. Clerk to make the necessary arrangements.

47.2. Thank You Silhouettes

Members considered the placement of silent soldiers across the community to commemorate the end of the first world war. This was part of a national campaign to increase awareness.

RESOLVED:

That the Clerk place an order for two 'Tommy' and two 'Nurse' Silhouettes to be placed at Holywell Community Hospital, the Town Centre, Trinity Church, Greenfield and Panton Place Memorial Gates.

48. MAYOR'S REMARKS

In the Mayor's absence the Deputy Mayor read out the Mayor's monthly remarks:

The Mayor attended the cake judging for Greenfields Strawberry Fair accompanied by Councillor Lynda Carter on 21st July. The day after on 22nd July the Mayor was privileged to open the Strawberry Fair, and to crown Gwyneth Hall as Strawberry Queen.

The Mayor was interviewed by the Radio 4 Money Box programme on 21st August, which aired on 8th September, and covered regeneration of the town centre including the digital town project. Following this on 22nd August was the photo shoot for the going live of our electric car charge points.

The Mayor's Civic Sunday Service was held on 2nd September at Holy Trinity Church, Greenfield, which was very well attended with many Mayor's and their consorts, the Mayor expressed thanks to all those who attended.

The Mayor had also asked for members to consider awarding the keys to the town to the Cambrian Band.

The Deputy Mayor wished Councillor Karin Davies a speedy recovery from illness, members were asked to sign a get well soon card following the meeting.

The Deputy Mayor received a delegation from the Holywell and District Twinning Association, including members from St. Gregoire, France on 17th September at the Council Offices, and following a welcome speech spoken in French, presented a plaque to commemorate the 16-year twinning period between the two towns. The Deputy Mayor also thanked Mr Gordon Barnabas, of Carmel and Holywell Woodcraft Association for kindly providing the plaque.

The Deputy Mayor attended the Big Dee Day launch on 14th September and referred to clean up days taking place around the community.

Following extensive work undertaken on the application by the Support Officer the Deputy Mayor was pleased to announce the town had been shortlisted for the Great British High Street awards, judging was to follow in the coming weeks and an awards ceremony would take place in London in November.

Bee friendly status had now been provisionally granted to the town, further work was required on the town centre and park displays in 2019 to confirm the award. The Clerk had confirmed receipt of two Tesco plaques to

commemorate the recent electric car charge point and town centre plaque projects.

Finally, the Deputy Mayor referred to an article in the latest edition of *The Clerk* magazine written by the Clerk and covering Holywell digital town and asked for this to be circulated to members.

RESOLVED:

- 1) That the keys to the town award is passed to the Town Centre Sub-Committee to consider at its next meeting.
- 2) That the Support Officer be commended for the work undertaken on the application for the Great British High Street awards.

49. MINUTES

49.1. 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:

Holywell Town Council Meeting held on Tuesday 17th July 2018;
Audit Sub-Committee Meeting held on Tuesday 24th July 2018.

50. PLANNING

50.1. Planning Applications

The Deputy Mayor made reference to a pending application, concerning the development on the site of the old Calcott public house.

50.2. Applications – Response under Delegated Powers

RESOLVED:

That the following responses submitted to the County Planning Authority during the recess period are supported and endorsed.

Application Number	Proposal Details
058638	Non-Illuminated Logo - Kingspan Ltd 2-4 Greenfield Business Park 2, Bagillt Road, Greenfield, Holywell, CH8 7GJ. NO OBJECTION (Reported under delegated powers over recess period).
058639	Construction and operation of a Gas Fuelled Capacity Mechanism Embedded Generation Plant and associated infrastructure - Ty Coch Farm, Greenfield Road, Greenfield, Holywell, CH8 7QU. NO OBJECTION (Reported under delegated powers over recess period).
058702	First floor extension for a bedroom with en-suite - 35 Wood Lane, Pen Y Maes, Holywell, CH8 7HU. NO OBJECTION (Reported under delegated powers over recess period).
058747	Application for approval of reserved matters following outline approval (054003) - 19 Bryn Aber, Holywell, Flintshire, CH8 7NZ. NO OBJECTION (Reported under delegated powers over recess period).

50.3. Street Naming & Numbering Consultation

Members considered the proposed street name for the Extra Care Unit located at the former Perth-y-Terfyn School, Holywell. The proposed name was Llys Coedwig (Woodland Court).

RESOLVED:

That, following the Clerk seeking clarification on whether this name related to the complex or a street, members should then indicate their support in writing to the Clerk, who would then inform the County Planning Authority.

51. ACCOUNTS

51.1. 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
6999	CHQ	Hartleys	Planting 10 x Hanging Baskets/2 Tower Planters	280.00	^^
7000	CHQ	Carmel & Holywell Woodcraft Assoc.	Refurbish 7 no. office meeting chairs	450.00	****
7001	CHQ	Holywell Town Football Club	Financial Assistance Grant (June 2018 Finance Cte)	500.00	^^
7002	CHQ	The Cariad Project	Financial Assistance Grant (June 2018 Finance Cte)	200.00	^^
7003	CHQ	Holywell Autumn Club	Financial Assistance Grant (June 2018 Finance Cte)	300.00	^^
7004	CHQ	The Holywell & District Society	Financial Assistance Grant (June 2018 Finance Cte)	200.00	^^
7005	CHQ	Delyn Recreational Gymnastics Club	Financial Assistance Grant (June 2018 Finance Cte)	500.00	^^
7006	CHQ	Greenfield Football Club	Financial Assistance Grant (June 2018 Finance Cte)	500.00	^^
7007	CHQ	Fron Park Bowling Club	Financial Assistance Grant (June 2018 Finance Cte)	250.00	^^
7008	CHQ	Estuary Voluntary Car Scheme	Financial Assistance Grant (June 2018 Finance Cte)	600.00	^^
7009	CHQ	Citizens Advice Flintshire	Financial Assistance Grant (June 2018 Finance Cte)	1,000.00	^^
7010	CHQ	Merched Y Wawr Treffynnon	Financial Assistance Grant (June 2018 Finance Cte)	100.00	^^
7011	CHQ	St Kentigern Hospice	Financial Assistance Grant (June 2018 Finance Cte)	200.00	^^
7012	ONLINE	Viking	Mineral Water	23.39	****
7013	ONLINE	Rialtas Business Systems	Alpha Annual Software Licence	198.00	****
7014	ONLINE	Amberol Ltd	3 x Hanging Baskets/4 x Brackets	204.60	^^
7015	ONLINE	Delyn Press	1000 x Holywell Newsletters	322.00	****
7016	ONLINE	N B Austin	Hanging Baskets Bracket Check/Install Further Brackets	360.00	^^
7017	ONLINE	UK Vending Ltd	Drinks Machine Rental 31.8.17-31.5.18	397.80	****
7018	ONLINE	Pottles Premier Plants	Hanging Basket Refills 2018	2,386.20	^^
7019	ONLINE	Flintshire County Council	Match Funding Cont. - Bryn Mawr Road Play Area	10,000.00	^^^
7020	ONLINE	Mayor's Allowance Account	Reinstatement of Account - 2018/19 Civic Year	1,694.15	*^^*
7021	CHQ	Geoff Evans	Watering of Hanging Baskets to 15/7/18-Pmt 1	500.00	^^

7022	CHQ	NW Association of Local Councils	3 x lunches for Meeting	48.00	****
7023	CHQ	NW Association of Local Councils	Annual Subscription 2018/19	80.00	****
7024	CHQ	All Flintshire Credit Union	Deputy Mayor's Allowance-18/19 Civic Yr	500.00	*^^*
7025/27/28	ONLINE	Council Staff	Staff Salaries - July 2018	3,870.79	***
7026	ONLINE	C.S. Lowry	Travelling Costs - June 2018	6.30	***
7029	ONLINE	Veolia	40 x Trade Waste Bags	88.80	****
7030	ONLINE	Siân Jones Translation Services	Translate Documents	78.00	***
7031	ONLINE	Barry Hamilton Photography	AGM Photography - 15th May 2018	40.00	***
7032	ONLINE	Chubb Fire & Security	Annual Alarm Maintenance 2018/19	878.03	****
7033	ONLINE	UK Vending Ltd	Replenish Refreshment Stocks	60.36	****
7034	ONLINE	Viking	Supply 8 x Reams of Copier Paper	44.90	****
7035	ONLINE	HMRC	Staff NI/Paye Costs - July 2018	1,064.75	***
7036	ONLINE	BPH Plant	Water Bowser Repairs/Call Out	114.00	^^
7037	CHQ	Glan Clwyd Radio	Perform at 999 Day	50.00	^^
7038	CHQ	Palm Signs	2 x Planter Plaques/1 x Office Plaque	433.20	****
7039	ONLINE	Viking	1 x Ream A4 Paper	9.59	****
7040	ONLINE	Flintshire County Council	Annual Licence Fee - Town Centre	70.00	^^
7041	ONLINE	Laptops Direct	Supply 1 no. Rep. Laptop - Projects & Dev. Officer	419.98	****
7042	ONLINE	SLCC	Registration Fee CiLCA training course - Town Clerk	250.00	***
7043	DD	Opus Energy	Gas Charges - June 2018	9.46	****
7044	DD	British Telecom	Phone and Broadband - 12/6/18-10/7/18	138.68	****
7045	DD	Nest	Staff Pension - July 2018	92.72	***
7046	DC	Royal Mail	Postages	2.02	***
7047	DC	Royal Mail	Postages	1.10	***
7048	DC	1&1 Internet Ltd	Office Premium/Mail Pro	50.19	****
7049	DC	Ideal Lighting	3 x Office Fans	89.97	****
7050	DC	Royal Mail	Postages	13.40	***
7051	DC	Royal Mail	Postages	3.74	***
7052	DC	C.M. Scott Jewellers	Wales in Bloom Shields	21.95	^^
7053	DC	Royal Mail	Postages	2.80	***
TOTAL				29,698.87	

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.34
- ** Local Government Act 1972 S.137
- *** Local Government Act 1972 S.112, 151
- **** Local Government Act 1972 S.133
- ^ Local Government Act 1972 Schedule 13
- ^^ Local Government Act 1972 S.144, S.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, 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 (repealed by Representation of the People Act 1985)
- ### War Memorials (Local Authorities' Powers) Act 1923 - maintain war memorials

51.2. Income Received (1/7/18 - 31/8/18)

Members received the schedule of income, circulated with the agenda, regarding income received during July-August 2018.

51.3. VAT Refund 2017/18

Members received the VAT refund schedule, circulated with the agenda, regarding VAT paid during the 2017/18 financial year.

51.4. Annual Return & Audit for the year ended 2017/18

Members considered the annual return circulated with the agenda and noted that external audit opinion had been given. The Clerk advised there were two matters which came to the auditor's attention which required the issuing of a separate additional issues arising report as follows:

- Internal Auditor's Recommendations
- Expenditure Powers

RESOLVED:

- 1) That members approve and confirm acceptance of the annual return for the 2017/18 accounts and financial year.
- 2) That the Clerk discusses the issues arising with the Internal Auditor at the scheduled interim internal audit due in November.

52. COMMUNITY ENGAGEMENT

52.1. Monthly Report

Members noted the Projects and Development Officer's monthly report; several matters were discussed including community transport, the appointment of youth councillors, the new flagpole installed at the offices and the requirement for a social media policy.

RESOLVED:

- 1) That the Projects and Development Officer's report be received with thanks.
- 2) That the appointment process for the two youth councillors and the annual use of flags flown at the offices, be delegated to the Council Offices and Communications Sub-Committee.

53. CORRESPONDENCE AND OTHER MATTERS

53.1. Community Meeting – High Street Traffic Trial

Members received a report from the Clerk on the arrangements in hand for the forthcoming community meeting due to be held on Wednesday 26th September 2018. The Clerk also summarised a timetable of next steps including the potential community poll, the drop-in session and the need to schedule a special meeting of the council for members to make a final determination on this matter.

RESOLVED:

That members note and endorse the proposed arrangements and next steps.

53.2. Road Closure at Events Letter

Members considered the letter from Steve Jones, Chief Officer – Streetscene and Transportation, regarding the adoption of work processes for road closure and risk assessment.

RESOLVED:

That the Events Working Group should review the detail of the work processes and make a recommendation to the Town Centre Sub-Committee on the appropriate way forward.

53.3. Item from Councillor M.D. Phelan – Town of Sanctuary

Members considered a request from Councillor Phelan for Holywell to become a town of sanctuary for people who flee from violence and persecution.

RESOLVED:

Members agreed to support in principle the proposal. Further background research on the work involved to be undertaken by Councillors Phelan and Carter, as appropriate.

53.4. Holywell Skateboard Park

Members considered a request from a local street artist to paint the skateboard park.

RESOLVED:

That the enquiry is passed on to Holywell Leisure Centre, who as owners have overall responsibility for the skateboard park.

53.5. Review of Electoral Arrangements for Flintshire

Members considered the letter from the Local Democracy and Boundary Commission for Wales and the request for a nomination to attend a presentation on 23 October 2018.

RESOLVED:

That no nominations are submitted on this occasion.

53.6. Wales Council for Deaf Support Group Meetings

Members considered a request from the above group to use the Council Offices ground floor area for meetings.

RESOLVED:

That the Clerk contacts the group to confirm approval and manage the arrangements.

53.7. Independent Review Panel on Community and Town councils in Wales Outline Findings and Recommendations

Members noted the contents of the above report.

53.8. 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	Letter – Flintshire CAB	**	12 Jul 2018
B	Letter – Merched y Wawr	**	17 Jul 2018
C	OWL Bulletin	**	17 Jul 2018
D	FCC Streetscene Restructuring	**	17 Jul 2018
E	Letter – St Kentigern	**	23 Jul 2018
F	Letter – Holywell & District Society	**	24 Jul 2018
G	Community Bus Timetables	**	31 Jul 2018
H	Summer Playscheme Feedback	**	15 Aug 2018
I	OWL Bulletin – Chief Constable	**	15 Aug 2018
J	NWCHC Press Release	**	16 Aug 2018
K	OWL Bulletin – Housing Disrepair Claims	**	17 Aug 2018
L	Letter re: High Street – Transition Group	**	28 Aug 2018
M	Planning Letter – Pen y Ball Hill	**	29 Aug 2018
N	OWL Bulletin – Trading Standards Alert	**	31 Aug 2018
O	50+ Action Group Newsletter	**	4 Sep 2018
P	Email from Cllr C. Dolphin – Defib Training	**	7 Sep 2018
R	Holywell Police Officer Contact List	**	11 Sep 2018

54. BUSINESS PLAN 2018/19

Members considered the draft business plan for 2018/19. It was noted that active travel and the Flintshire Local Development Plan required adding to the text on the relevant pages.

RESOLVED:

That the business plan for 2018/19 be approved, subject to the amendments as noted above being completed. Clerk to make the arrangements.

55. REPRESENTATIVES' REPORTS

Councillor B. Scragg provided an update on the active travel route through Greenfield Valley, the Holywell Masterplan, funding for Holywell High Street and the community bus pilot service.

Councillor J.M. Johnson was pleased to announce the Council were once again awarded a Silver for their Wales in Bloom entry this year. The points total was increased slightly from last year which showed evidence of continued improvement.

56. COUNTY COUNCILLOR REPORTS

The Deputy Mayor reported on the Holway regeneration project, and stated some remedial works were required at the alley way adjacent to Llesty woodland.

Councillor E.B. Palmer provided an update on the Greenfield Valley Trust partnership meeting. Clarification was still required on the number of representatives from both the Town and County Council. Councillor Palmer also stated that Holywell Post Office had been recognised by the County Council for their recent best banking award.

RESOLVED:

That the Clerk makes the arrangements for the remedial grounds maintenance works to be undertaken at the alley way bordering Llesty woodland.

57. CLOSE OF MEETING

The Deputy Mayor closed the meeting at 8.15pm.

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Deputy Mayor