

## HOLYWELL TOWN COUNCIL

### CYNGOR TREF TREFFYNNON

Minutes of the **Meeting of Holywell Town Council** held in St. Peter's Church, Rosehill, Holywell on Tuesday 18th December 2018 at 6.00pm.

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PRESENT: Councillor R. Dolphin (Mayor).

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

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

IN ATTENDANCE: J. Baker (Clerk), M.G. Fearnley (Projects & Development Officer) and C.S. Lowry (Support Officer).

#### 82. PRESENTATION BY THE MAYOR OF THE TOWN COUNCIL'S 2018 AWARDS

The Mayor welcomed the award nominees to the meeting and explained the background to the awards. Each nominee received a short introduction from the County Councillor who nominated them. A presentation to the winners was carried out by the Mayor and relevant County Councillor as follows:

- Best Christmas Shop Window (Shield/Framed certificate)  
Hughes Parry Solicitors
- Community Endeavour (Christmas hamper/Framed certificate)

Greenfield	Glenys Cartlidge
Holywell Central	Danny Inskip
Holywell East	Peter Curtis
Holywell West	Andrew Morris
- 18 and under (Store voucher/Framed certificate)

Greenfield	Rhys Lloyd
Holywell	Dylan Lovatt
- Special Recognition Award (Christmas Hamper/Framed Certificate)  
Panton Place Residents

#### 83. 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
87.1.	J.M. Johnson		✓	059102 Owns Land Opposite the Planning Application.

84. EXTRA CARE SCHEME - HOLYWELL

Members received a presentation from Neil Ayling, Chief Officer - Community Services and Susie Lunt, Community Services, Flintshire County Council accompanied by colleagues from Wales and West Housing which provided an overview of the new extra care facility currently being built on the former Ysgol Perth-y-Terfyn site, Halkyn Road, Holywell. A video walkthrough and plans were provided. The scheme would be monitored with 24-hour support available. It was anticipated the opening would be in 2020 and as well as accommodation the scheme would provide a social gathering meeting space for residents.

Members expressed concern on the width of the pavement leading to and from the facility and the provision of a safe walking route into the town centre. There would be 31 car parking spaces including visitor space allocations. Members queried whether electric car charge points could be provided.

Members requested that local residents be given the opportunity of employment at the complex and also that where possible local contractors were engaged to provide labour and materials for the works.

Several naming options for the complex were discussed including Perth-y-Terfyn and Plas-yr-Ywen.

RESOLVED:

- 1) That Neil Ayling, Susie Lunt and Wales & West Housing be thanked for attending and delivering an informative presentation.
- 2) That the council support Plas-yr-Ywen as the preferred option for the name of the complex. Clerk to inform Nadine Hughes, Planning Department, Flintshire County Council of the preferred name.

85. MAYOR'S REMARKS

The Mayor had enjoyed a very interesting month with lots going on in the community:

23rd November, Holywell Air Cadets received an award for best Squadron in Britain, what an achievement.

29th November, Ysgol Treffynnon annual prize giving.

30th November, Holywell Christmas Lights switch on, well done to everyone involved, what a success. Full entertainment equalled a full town.

14th December, morning at Carmel Wood Club who did a Pantomime what a brilliant job they did, so funny and entertaining.

14<sup>th</sup> December, afternoon at Morfa Newydd nursing home where I got to judge the decorated doors of the residents, excellent job they all did, Councillor Joe Johnson was there also entertaining everyone.

14<sup>th</sup> December, evening I called the bingo at Greenfield.

17th December I will be attending the Holywell Autumn Club's annual Christmas dinner where Councillor Ted Palmer will be calling the bingo.

Following a meeting of the youth forum the Mayor was pleased to confirm the founding members as Faye Beck, Emelia James and Seren Wynne and announce our two youth councillors Emilia James and Seren Wynne. The Mayor invited Seren Wynne who was present to the table to join the meeting. The Clerk arranged the signing of the declaration of office.

The Mayor confirmed that the on call mobile phone was now ready to use, the office answering machine message was to be changed on Friday 21st December.

The Mayor stated there had been a couple of technical issues with iPads recently and the Clerk had asked for members to be reminded to contact the office if there were any problems with using the tablets, or if members wish to receive any further training. The iPads were now the main method of communication with the office, so it was important they were being used and functioned correctly at all times.

The Mayor reminded members who wish to make a donation in lieu of Christmas cards as had happened in previous years to see the Support Officer following the meeting.

Finally, the Mayor wished everyone present a MERRY CHRISTMAS and ALL THE VERY BEST FOR 2019.

RESOLVED:

- 1) That the Clerk arranges for the declaration of office for the youth councillors to be signed and a welcome pack to be sent to both the successful applicants confirming their appointment. That the Clerk purchases two iPads for use by the Youth Councillors during their terms of office.
- 2) That Councillor E.B. Palmer be confirmed as the contact to hold the on call mobile phone over the Christmas holiday period. Clerk to arrange for the office telephone message to be updated.

86. MINUTES

86.1. 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 Tues. 20th November 2018;  
Chairs Sub-Committee meeting held on Wed. 28th November 2018;  
Holywell & Greenfield Development & Transport Sub-Committee held on Wednesday 5th December 2018.

86.2. Meeting(s) of Sub-Committees

Members discussed the council meeting protocol resolutions referred to at the Chairs Sub-Committee held on the 28<sup>th</sup> November 2018, with specific regard to apologies for absence and public sessions on the agenda.

RESOLVED:

That the Clerk supported by Councillor B. Scragg prepares a briefing note covering the rules of engagement, for public sessions to be included on the agenda of full council meetings. This will be brought for approval to a future meeting of the council ahead of this practice being formalised.

87. PLANNING

87.1. Planning Applications

The Clerk reported that he had not been able to contact any of the Planning Case Officers for an update on the current applications.

RESOLVED:

That the Clerk together with the relevant County Councillor be authorised to submit appropriate responses to the County Planning Authority following the Christmas holiday period, once contact has been made with the Case Officers.

<b>Application Number</b>	<b>Proposal Details</b>
<b>059102</b>	The use of land as residential gypsy site for the provision of 7 pitches, with a total of 14 caravans (no more than 7 static caravans) and retention of the hardstanding (including block paving), gates, walls, lighting columns and fences 3 no. amenity blocks and erection 1 no. additional amenity block (part retrospective). Location: Dollar Park, Bagillt Road, Holywell, Flintshire, CH8 7EZ. Applicant: Green Planning Studio.
<b>059234</b>	Proposed demolition of existing side garage and proposed new single storey side extension. Location: Tirionfa, Whitford Street, Holywell. Applicant: Mr Henley & Miss Smith.
<b>059239</b>	The change of use and adaptation of the existing building from bank premises to a total of six [single and two bedrooms] self-contained apartments. Location: 44 High Street, Holywell, CH8 7LJ. Applicant: Re-Gen8 Solutions Ltd.

88. ACCOUNTS

88.1. 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
7166	ONLINE	Delyn Press	5000 A5 Christmas Lights Leaflets	165.00	^^
7167	ONLINE	Delyn Press	600 A5 Halloween Leaflets	45.00	^^
7168	ONLINE	Delyn Press	250 A4 Orders of Service Remembrance Sunday	38.00	^^
7169	ONLINE	Tadmark Ltd	Supply 1 no. PVC Events Banner	24.43	^^
7170	ONLINE	DJB Window Cleaning	Clean External Windows - Bank Place Offices	15.00	****
7171	ONLINE	Idiom	Interpretation Services - Comm Meeting 26.9.18	115.80	**^^
7172	ONLINE	Flintshire County Council	Contribution to Summer Playscheme 2018	8,987.00	^^
7173	ONLINE	Chris Baglin	Town Crier Duties - 22/10/18 GBHSA	50.00	^^
7174	ONLINE	KWDB Electrical	Refurbish & Test Christmas Lights/Storage/Panton Pl.	8,181.08	^^
7175	ONLINE	Moore & Son	Service 2 no. Gas Boilers - Bank Place	144.00	****
7176	ONLINE	HMRC	Staff Paye/NI costs - Nov 2018	1,064.75	***
7177-7179	ONLINE	Council Staff	Staff Salaries - Nov 2018	3,870.79	***
7180	ONLINE	J. Baker	Travelling Costs - Sep-Nov 2018	71.10	***
7181	ONLINE	West Flintshire Comm Enterprises	Contribution for Halloween Event	30.00	^^
7182	ONLINE	UK Vending Ltd	Lease for Drinks Machine 28/11-27/2	132.60	****
7183	ONLINE	Veolia	40 Trade Waste Bags	88.80	****
7184	ONLINE	Siân Jones Translation Services	Translate Documents	20.65	***
7185	ONLINE	N B Austin	Assemble & Install Poppies/Silent Soldiers	255.00	^^
7186	ONLINE	Rotary Club of Flint & Holywell	Christmas Float Advert	100.00	^^
7187	ONLINE	Viking	Stationery Supplies	55.70	****
7188	CHQ	Holywell Parish Church	Room Hire - Special Council Meeting 19/10	25.00	***
7189	CHQ	RBL Poppy Appeal	Supply 3 no. Wreaths Remembrance Sunday	60.00	^^
7190	CHQ	Glan Clwyd Radio	Attend Christmas Lights Event 30/11	50.00	^^
7191	CHQ	Cambria Band	Attend Christmas Lights Event 30/11	50.00	^^

7192	CHQ	Holywell St Johns Ambulance	Attend Christmas Lights Event 30/11	120.00	^^
7193	CHQ	Abafabdoo Events	Halloween Disco/Crazy Golf	200.00	^^
7194	CHQ	Cookie's Events	Attend Christmas Lights Event 30/11	160.00	^^
7195	DD	Welsh Water	Water 12-13 Bank Place Apr-Oct18	52.78	****
7196	DD	Welsh Water	Water 14 Bank Place Apr-Oct18	56.04	****
7197	DD	Nest	Staff Pension Costs - Nov 2018	92.72	***
7198	DD	BNP Paribas Leasing	Copier Lease 25/11/18-24/2/18	154.80	****
7199	DD	Opus Energy	Gas - Bank Place Offices - Oct 2018	129.59	****
7200	DD	British Telecom	Phone & Broadband 11/10-9/11	142.53	****
7201	DC	Home Bargains	Halloween Event Materials	27.22	^^
7202	DC	Tesco	Halloween Event Prize	20.00	^^
7203	DC	Facebook Business	Promotional Boost	9.00	^^
7204	DC	1&1 Internet Ltd	Office Premium/Mail Pro	50.19	****
7205	DC	Transport For London	Underground Fare	9.80	^^**
7206	DC	Transport For London	Underground Fare	9.80	***
7207	DC	Virgin Trains	Refreshments	2.40	^^**
7208	DC	Virgin Trains	Refreshments	2.40	***
7209	DC	Christmas Concepts Ltd	Merry Xmas Lighting	37.99	^^
7210	DC	Amazon	Nokia Mobile Phone	14.53	***
7211	DC	Fundraising Boxes Ltd	Fundraising Buckets x2	18.95	^^
7212	DC	Ideal Lighting	Bulbs/Shade/Strip Light	33.00	****
7213	DC	Tesco	Credit for Mobile Phone	10.00	***
7214	DC	Facebook Business	Promotional Boost	17.00	^^
7215	DC	Tesco	Xmas Lights Event Gifts	21.50	^^
7216	DC	Fast Track Wholesalers	Hamper Gift Paper	2.99	^^
7217	DC	Basic House Ltd	5 x Hamper baskets	11.88	^^
			<b>TOTAL</b>	<b>25,046.81</b>	

## 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

### 88.2. Income Received (1/11/18 - 30/11/18)

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

## 89. COMMUNITY ENGAGEMENT

### 89.1. Monthly Report

Members noted the Projects and Development Officer's monthly report; several matters were discussed including active travel, the youth council and a request from the Holywell Walkers are Welcome Group to use the Council Chamber for pre-meetings before their walks.

### RESOLVED:

- 1) That the Projects and Development Officer's report be received with thanks.



- 2) That the Holywell Walkers are Welcome group be authorised to use the Council Chamber on a bi-monthly basis (12pm Tuesdays) as appropriate for pre-meetings before an organised walk takes place. Projects and Development Officer to make the necessary arrangements.

90. CORRESPONDENCE AND OTHER MATTERS

90.1. Tan-y-Felin Play Area Upgrade

Members reviewed the proposed upgrade to equipment at the above site.

RESOLVED:

That the Clerk informs Richard Roberts, Aura Leisure that members support the proposals and that no site meeting is required.

90.2. A55 Signage Update

Members received an update on the latest proposals for the A55 signage project from Richard Jones, Flintshire County Council.

Members noted the poor condition of the existing signs and expressed a desire to remain involved in this process.

90.3. North Wales PSB Event

Members received the invitation to attend an event to discuss Well-being legislation and plans on Friday 11 January 2019 from Sam Perry, Flintshire County Council.

RESOLVED:

That the Clerk informs Sam Perry there were no nominations to attend this event.

90.4. Civic Arrangements

Members considered the provision of mayoral robes and the establishment of a mayoral photo gallery in the council chamber as part of the development of the council's civic arrangements.

Members queried a number of conditions in relation to mayoral robes, including whether Holywell should have a charter or be classified as a borough before introducing mayoral robes.

**RESOLVED:**

- 1) That the Clerk investigates whether it is permissible to introduce mayoral robes, and subject to this being confirmed, that they should only be introduced if any financial requirement is sourced outside of council funds.

Councillors M. Brooke, K. Davies and M.D. Phelan requested their vote be recorded as voting against introducing mayoral robes.

- 2) That a mayoral photo album be researched and formulated as an alternative to the portrait gallery, if possible going back to the inception of the Town Council in 1974.

**90.5. Reports/Correspondence Received**

The following items have been received and are available for perusal from the Clerk. A copy is enclosed where the item is marked \*, or \*\* if already circulated to Members:

<b>Ref</b>	<b>Item</b>	<b>Status</b>	<b>Date Circulated</b>
A	WW1 Project Notes and Website Link	**	18 Nov 2018
B	Leader Live Link – Beacon Lighting	**	18 Nov 2018
C	Updated Guidance on Social Media Use	**	18 Nov 2018
D	St Kentigern Casino Night	**	19 Nov 2018
E	>Hannah Blythyn AM – Budget Settlement	**	19 Nov 2018
F	Greenfield Valley Hatchery Project	**	20 Nov 2018
G	#BackTheAsk FCC Campaign	**	22 Nov 2018
H	GVT Minutes/Terms of Reference	**	22 Nov 2018
I	Planning Appeal Ref: 058299 Pen y Ball Hill	**	26 Nov 2018
J	<Hannah Blythyn AM – Budget Detail	**	26 Nov 2018
K	Flintshire County Council Office Moves	**	29 Nov 2018
L	North Wales Police – Resources in Holywell	**	3 Dec 2018
M	Flintshire County Council – Holywell High Street Grant Funding Update	**	3 Dec 2018
N	Russ Warburton Chair of Business group – Holywell High Street	**	3 Dec 2018
O	Ken Skates AM – Funding Statement	**	4 Dec 2018
P	David Hanson MP - #BackTheAsk	**	5 Dec 2018

Q	Welsh Government Economy Brief	**	6 Dec 2018
R	Welsh Government Transport Brief	**	6 Dec 2018
S	Aura Leisure – Play Area Funding	**	6 Dec 2018
T	Holywell Autumn Club Christmas Message	**	12 Dec 2018

91. REPRESENTATIVES' REPORTS

None.

92. COUNTY COUNCILLOR REPORTS

Councillor E.B. Palmer provided an update on the latest position with the High Street traffic trial. The trial was coming to an end on 31<sup>st</sup> December 2018 and the County Council were investigating possible funding streams following the unsuccessful bid made to the Local Transport Fund. A meeting was to be called by the County Council with Welsh Government early in the new year to progress the matter. The Business Group and Town Council had previously written to Ken Skates AM to query why the bid was unsuccessful and what other funding options were available.

93. CLOSE OF MEETING

The Mayor closed the meeting at 8.10pm.

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Mayor