

HOLYWELL TOWN COUNCIL

CYNGOR TREF TREFFYNNON

Minutes of the **Meeting of Holywell Town Council** held in the Council Chamber, Bank Place Offices, Bank Place, Holywell on Tuesday 19th March 2019 at 6.00pm.

PRESENT: Councillor R. Dolphin (Mayor).

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

Youth Councillors: E. James and S. Wynne.

APOLOGIES FOR ABSENCE were received from Councillors L.A. Carter, A. Coleman, K. Davies, J.M. Johnson and M.D. Phelan.

Councillors P.J. McGarry and K. Roberts were absent without apology.

IN ATTENDANCE: J. Baker (Clerk).

120. **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
124.1	S. Johnson		✓	Planning Application 059506. Owns the land, requested planning permission.

121. **DEPUTY POLICE AND CRIME COMMISSIONER FOR NORTH WALES VISIT**

Ann Griffiths, DPCC North Wales attended the meeting and addressed members regarding policing matters. The DPCC explained the Police and Crime Plan and provided copies for members. The focus was to be on consultation and holding the force to account for its actions. Other matters discussed included the advice centre helpline, serious and organised crime, county lines traffic from cities to local areas and houses in multiple occupation.

Members raised a number of concerns which included local PCSO support and activities, problems with substance misuse, traditional police duties and the pressure on the local police force resources.

RESOLVED:

That DPCC Ann Griffiths be thanked for attending the meeting.

122. MAYOR'S REMARKS

22nd February 2019 – the Mayor attended the Mold Town Mayor's dinner dance.

26th February 2019 – the Mayor judged the shop windows in the town centre for St David's Day/Menter Iaith.

2nd March 2019 – the Mayor's own Casino night, which was well attended and a great night with a large amount of money raised for the two chosen charities this year.

The Mayor referred to a message received from the family of Councillor Karin Davies with an update following her recent operation and wished Councillor Davies well with her recovery.

The Mayor confirmed the Clerk had received notice of the resignation of Councillor P.J. McGarry with immediate effect and read out a personal message from Councillor McGarry to members. Arrangements were now in hand to fill the vacancy.

RESOLVED:

That the Clerk writes a letter on behalf of members to former Councillor P.J. McGarry, expressing their thanks for his past service to the council and the local community.

123. MINUTES

123.1. 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 19th February 2019;
Council Offices & Comms Sub-Committee meeting held on
Wednesday 13th March 2019.

124. PLANNING

124.1. Planning Applications

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

RESOLVED:

- 1) That the Clerk contacts Andrew Farrow, Chief Officer Planning, Flintshire County Council and raises members' concerns on the provision of information relating to the planning application cycle.
- 2) That the following responses are submitted to the County Planning Authority.

Application Number	Proposal Details
059240	The change of use and adaptation of the existing building from bank premises to a total of six [single and two bedroom] self-contained apartments. Location: 44 High Street, Holywell, CH8 7LJ. NO OBJECTION BUT WISH TO STATE THE PROPOSED CHANGE OF USE SHOULD NOT SET A PRECEDENT FOR FURTHER RETAIL CONVERSION IN THE TOWN CENTRE.
059299	Adaptation works to former chapel to create two self-contained apartments. Location: Tabernacle Chapel, Coleshill Street, Holywell, CH8 7UP. NO OBJECTION SUBJECT TO PARKING PROVISION BEING ADEQUATELY RESOLVED.
059506	Application for outline planning permission with all matters reserved, for the residential development of 1 No. dwelling. Location: Land side of 50 Glan Y Don, Greenfield, Holywell, CH8 7HQ. NO RESPONSE.
059578	Proposed Rear and Side Single Storey Extension. Location: 21 Rhoslan, Pen Y Maes, Holywell, CH8 7EA. NO OBJECTION.

125. ACCOUNTS

125.1. 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
7289	CHQ	J. M. Johnson	Members Allowance 2018/19	150.00	*
7290	CHQ	S. Johnson	Members Allowance 2018/19	150.00	*
7291	CHQ	M. Brooke	Members Allowance 2018/19	150.00	*
7292	ONLINE	R. Dolphin (Mayor's Allowance A/C)	Members Allowance 2018/19 - Senior Role	500.00	*
7293	ONLINE	Viking	Office Consumables	47.92	****
7294	ONLINE	UK Vending Ltd	Drink Machine Sachets/Milk Pots	56.06	****
7295	ONLINE	Express Couriers Northwest Ltd	Leaflet Delivery to Schools 9/11/18	102.00	^^
7296	ONLINE	West Flintshire Comm. Enterprises	Room Rent - Feb & Mar 2019	100.00	****
7297	ONLINE	Siân Jones Translation Services	Translate Documents	14.85	***
7298	ONLINE	Mike Flaherty	Web Hosting - Well Inn Website	38.65	^^
7299	ONLINE	Mayor's Charity Account (Bank Tfr)	2 x tickets for charity ball	40.00	^^
7300	ONLINE	Moore & Son	Fit new fan assembly to boiler in Bank Place Offices	471.60	****
7301	ONLINE	KWDB Electrical	Take down Christmas lighting	1,800.00	^^
7302	ONLINE	Amberol Ltd	Supply 3 x character litter bins and fixing kits	1,459.80	####
7303	ONLINE	HMRC	Staff Paye/NI costs - Jan 2019	1,358.93	***
7304 - 7306	ONLINE	Council Staff	Staff Salaries - Feb 2019	4,359.50	***
7307	ONLINE	Veolia	Supply 40 no. trade waste bags	88.80	****
7308	ONLINE	Delyn Press	Supply 1000 no. Save the Date leaflets	45.00	^^

7309	ONLINE	Viking	Supply A4 paper, stationery and consumables	47.03	****
7310	ONLINE	UK Vending Ltd	Lease for Drinks Machine 28/2 - 27/5	132.60	****
7311	DD	Nest	Staff Pension Costs - Jan 2019	114.31	***
7312	DD	BNP Paribas Leasing	Copier Lease 25/2/19 - 24/5/19	154.80	****
7313	DD	Opus Energy	Supply Gas - 10/1/19 - 9/2/19 Bank Place	314.83	****
7314	DC	Royal Mail	Postages	10.98	***
7315	DC	W Bevan	Tape Measure	5.00	****
7316	DC	1&1 Internet Ltd	Office Premium/Mail Pro	50.19	****
7317	DC	Restore Datashred	Confidential Waste Pick Up	118.80	****
7318	DC	Allcam Mobile Products	8 no. 2 metre cable protector	115.84	^^
7319	DC	1&1 Internet Ltd	Mail Pro	12.00	****
TOTAL				12,009.49	

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

Litter Act 1983 S.5-6

125.2. Income Received/Bank Transfers (1/02/19 - 28/02/19)

Members received the schedules circulated with the agenda, regarding income received and bank transfers during February 2019.

126. COMMUNITY ENGAGEMENT

126.1. Monthly Report

Members noted the Projects and Development Officer's monthly report.

RESOLVED:

- 1) That the Projects and Development Officer's report be received with thanks.
- 2) That the Projects and Development Officer informs Ysgol Gwenffrwd of the council's support for the school's forthcoming 70th birthday celebrations on 16th May 2019.

126.2. Youth Council Update

Youth Councillors E. James and S. Wynne provided an update on the latest developments on the youth council. Several parcels of work were being progressed and included the establishment of a youth forum, social media account set up, work on a Holywell flag and the production of a What's On guide for young people.

Members raised a number of suggestions for future work projects once the forum is fully established, including school transport issues and voting rights for the 16-17 age group.

RESOLVED:

That the youth forum produces a report in due course outlining their views and suggestions on potential voting rights for the 16-17 age group.

126.3. Phone Box Project

Members considered the project to convert the existing phone box on the High Street to a community benefit/asset. The project would be financed through a match funded scheme available through Cadwyn Clwyd.

RESOLVED:

That members endorse and support the phone box project, to be progressed by the Projects & Development Officer.

127. CORRESPONDENCE AND OTHER MATTERS

127.1. Independent Remuneration Panel for Wales - Annual Report 2019/20

Members considered the letter and report from the IRPW which outlined the new determinations for 2019/20 civic year and noted those determinations which are mandated.

RESOLVED:

- 1) **Determination 40 £150 mandated payment** – this payment **WILL** be made to all members by the end of **May 2019** unless members write to the Clerk individually before this date to decline the payment.
- 2) **Determination 41 £500 mandated payment for specific responsibilities** – this payment **WILL** be made to the Mayor only by the end of **May 2019** unless the Mayor writes to the Clerk before this date to decline the payment. This is in addition to the £150 payment in 1) above.
- 3) **Discretionary Determinations 43 (travel costs), 44 (overnight stay), 45 (financial loss)**, to be adopted by the Council for the coming year.
- 4) **Determination 46 Mandated Care Costs** – upon the production of a valid receipt the Clerk **WILL** reimburse any member to a maximum of £403 per month for care costs incurred as a result of carrying out their approved duties.
- 5) **Discretionary Determination 47 Mayor's Allowance** – to be adopted by the Council and the value set at **£1,500**. Clerk to make the necessary bank account arrangements.
- 6) **Discretionary Determination 48 Deputy Mayor's Allowance** – to be adopted by the Council and the

value set at **£500**. Clerk to make the necessary bank account arrangements.

127.2. Holywell Market

Members considered a request from the Holywell Business Group to support their endeavours to take over the running of the market. The Clerk read out an email from Russ Warburton, Chair of the Business Group which outlined their proposals. The Clerk had confirmed with the Council's insurers that the Council could not pay the public liability insurance policy for any third-party organisation to cover market day activities.

RESOLVED:

That the Clerk writes to the Chair of the Business Group to confirm the insurance position and provide details of the Council's financial assistance process should they wish to apply.

127.3. Nuclear Waste Dump in Wales

Members considered passing a motion that the Holywell community would not volunteer to host an underground nuclear waste dump. The request for the motion had been submitted by Jill Evans MEP, Chairperson CND Cymru.

RESOLVED:

That Holywell Town Council would not volunteer the Holywell community to host an underground nuclear waste dump. Clerk to convey the resolution to CND Cymru.

127.4. Traffic Flow – Pen Y Ball Street, Holywell

Members considered a proposal to request an alteration to the traffic flow system from two-way to a one-way system in Pen Y Ball Street. There were two options put forward involving bank removal and widening of the road.

RESOLVED:

That a working group consisting of Councillors M. Brooke and E.B. Palmer be formed to put forward a final proposal to the County Council for consideration. Members to make the appropriate arrangements.

127.5. Staff Pay Awards

RESOLVED:

- 1) That members endorse the incremental progression due within their respective pay scales from 1 April 2019, for both the Clerk and Support Officer, in line with their contracts of employment.
- 2) That members endorse the annual cost of living increase as agreed by the National Joint Council for Local Government Services (NJC) from 1 April 2019, for all members of staff.

127.6. 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:

Ref	Item	Status	Date Circulated
A	FCC Draft Toilet Strategy	**	14 Feb 2019
B	All Wales GP Out of Hours Survey	**	15 Feb 2019
C	Tesco Car Park – New Parking Rules	**	18 Feb 2019
D	OWL Cymru – Cloned Credit Cards	**	19 Feb 2019
E	OWL Cymru – Cold Callers	**	19 Feb 2019
F	OWL Cymru – Crime Bulletin	**	25 Feb 2019
G	Future of High Streets Article	**	25 Feb 2019
H	Discretionary Schools Transport Policy	**	25 Feb 2019
I	Road Works Notification A55 J32	**	26 Feb 2019
J	BWMA Pedestrian Signs Units of Measure	**	27 Feb 2019
K	GVT Minutes of Board Meetings	**	27 Feb 2019
L	Summer Playscheme Location Confirmed	**	28 Feb 2019
M	OWL Cymru – Crime Bulletin	**	1 Mar 2019
N	GVT Strand Footpath Proposal	**	5 Mar 2019
O	Holywell Extra Care Scheme Open Day Tuesday 9 th April 2019	**	6 Mar 2019
P	Letter from Ken Skates AM – Pilot Schemes	**	6 Mar 2019
Q	Heart Screening Petition	**	7 Mar 2019
R	CAF Sleep Out Event	**	7 Mar 2019
S	Summer Dancing Festival	**	7 Mar 2019
T	OWL Cymru – Crime Bulletin	**	10 Mar 2019
U	Wales Audit Office – Change in Audit Arrangements	**	12 Mar 2019
V	Letter From Chair of Trustees, HLC-CLT	**	14 Mar 2019

128. REPRESENTATIVES' REPORTS

Councillor B. Scragg updated members on community transport matters, which included the need for further publicity for the Community Bus route.

Councillor M. Brooke updated members on the latest Greenfield Valley Trust partnership group meeting. There was an agreement in place to share and promote material on social media; the fishing ban at the Valley was due to be reviewed in October later this year. An action plan had been drawn up to address fly tipping concerns.

Councillor M. Brooke updated members on matters arising from the last Business Group meeting. There were ideas put forward to develop the Holywell street market, enhance window displays and install a public toilet in the Kings Head Building as part of the museum project.

129. COUNTY COUNCILLOR REPORTS

Councillor P.A. Johnson confirmed the support of the County Council with the 20's Plenty speeding campaign.

Councillor P.A. Johnson reported that the Standards Committee had reviewed the results of the visits to Town & Community Councils. Holywell Town Council had received a positive report which included conduct at meetings, declarations of interest, meeting documentation and information on the website.

Councillor P.A. Johnson referred to a recent review of polling stations in the County and thanked the Clerk who had volunteered for Presiding Officer duties at the Holway station, should the need arise.

Councillor R. Dolphin provided an update on the County Council's rent arrears position, which continued to be affected by Universal Credit regulations.

130. CLOSE OF MEETING

The Mayor closed the meeting at 8.00pm.

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Mayor