

HOLYWELL TOWN COUNCIL

CYNGOR TREF TREFFYNNON

Minutes of the Annual Meeting of Holywell Town Council held in the Stamford Gate, Holywell on Tuesday 18 May 2010 at 6.30pm

PRESENT: Councillor Mrs. R. Dolphin (Mayor).

Councillors: S.R. Baker, P.J. Curtis, Mrs. K. Davies, J. Griffiths, J.M. Johnson, M. Mills, E.B. Palmer, H.G. Roberts, K. Roberts, B. Scragg, R. Spain, L. Thorley, Mrs. S.E. Wallbanks and P.A. York.

APOLOGIES FOR ABSENCE were received from Councillors Mrs. M. Jabbitt and B.P. Lambert.

IN ATTENDANCE: D.C. Pierce (Clerk) and M. Roberts (Town Centre Manager).

1. ELECTION OF MAYOR – MUNICIPAL YEAR 2010/11

1.1. Retiring Mayor's Remarks – Review of Year 2009/10

Retiring Mayor, Councillor Mrs. R. Dolphin, thanked all Councillors for their support during her most enjoyable, interesting and active year as Town Mayor.

With reference to her circulated list of the many civic engagements and other events attended, she touched upon a few highlights including her successful Civic Sunday; Greenfield Gardening Club Competition Day; the enthusiasm, hard work and achievements of Holywell's Air Cadets and the Greenfield Ghetto Drama Group; the spectacular Christmas Lights switch-on event and fireworks display co-ordinated by the Town Centre Manager and the end of year presentation to the Council by Mr. Gordon Barnabas of his hand carved wooden crest of Holywell Town Council; the honour to represent the town and to meet HRH The Princess Anne during her visit to the Holywell Community Hospital.

Turning to charitable activities, the Mayor was delighted to report that with the proceeds of her "Race Night" (£840.50), the total sum raised to date amounted to £1,152. A sum of £342 (balance on the Mayor's Allowance Account) would be added and the total shared between Greenfield Church and Holywell Community Hospital. The forthcoming Cyclethon event organised by local Accountants Gardner Salisbury would help to raise more funds.

The Mayor paid tribute to the support received from her family during her term of office and special votes of thanks were given to Councillor Mrs. S.E. Wallbanks for her valued help at all times; to Councillor Palmer for his services with the organisation of the Greenfield Gala Day and fellow musicians Councillors Curtis and K. Roberts who also performed at the charity "Race Night" event; and the Clerk for his hard work and guidance to herself and the Council. She acknowledged the excellent example set for her by Councillor J. Griffiths, the immediate past Mayor as well as her appreciation to Councillor Curtis for his work as Deputy Mayor.

1.2. Mayor's Election

RESOLVED:

That Councillor Peter Joseph Curtis be elected
Mayor of Holywell Town Council for 2010/11.

1.3. Investiture of Chain of Office, Signing of Declaration of Office and Other Formalities

The newly elected Mayor, Councillor P.J. Curtis, was invested with the Mayor's Chain of Office from the retiring Mayor. He signed the Declaration of Acceptance of Office (countersigned by the Clerk).

Councillor P.J. Curtis took the Chair for the remainder of the meeting.

The Mayoress, Mrs. Jennifer Curtis was invested with her Chain of Office by retiring Mayoress Kirstie Dolphin, the ladies also exchanging floral gifts.

The Mayor presented the retiring Mayor, Councillor Mrs. R. Dolphin, with an inscribed Council plaque to mark her term of office and also a personal gift of a book about the History of St. Winefride's Well.

The Mayor and several Members thanked the retiring Mayor for her hard work and valued services on behalf of the Council and the community.

1.4. Newly Elected Mayor's Statement

After acknowledging the best wishes of Members for a successful year ahead, the Mayor stressed the importance of continuing to work together for the overall benefit of the community, including joint

working wherever possible and practicable with local organisations such as Holywell Communities First and Transitional Holywell.

2. ELECTION OF DEPUTY MAYOR – MUNICIPAL YEAR 2010/11

RESOLVED:

That Councillor Peter Astell York be elected Deputy Mayor of Holywell Town Council for 2010/11.

The Deputy Mayor was invested with his Chain of Office by the Mayor. He signed the Declaration of Acceptance of Office (countersigned by the Clerk).

3. DECLARATIONS OF INTEREST – MEMBERS’ CODE OF CONDUCT

None received.

4. ABSENCE OF MEMBER FROM MEETINGS OF THE COUNCIL ETC.

The Mayor referred to the continuing absence from meetings of Councillor Mrs. M. Jabbitt whose last recorded attendance was in December 2009. These absences were solely as a result of her husband’s ill-health and ongoing treatment, which had been reported to the Council from time to time by the Mayor and the Clerk.

Councillor Mrs. Jabbitt had requested that she be excused from attending meetings because of her special circumstances.

The Council considered the matter having regard to the relevant provisions of Section 85 of the Local Government Act 1972 - ceasing to be a Member of a local authority after six consecutive months’ absence from meetings, unless the Council had approved the absence beforehand.

RESOLVED:

- (1) That by reason of the special circumstances referred to, Councillor Mrs. M. Jabbitt’s absence from meetings be approved and that, if required, this decision be reviewed by the Council at its meeting in September 2010.
- (2) That the Council’s best wishes be conveyed to Councillor Mrs. Jabbitt and her husband, Jeffrey.

5. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

Consideration was given to appointing representatives to outside bodies for the ensuing municipal year and Members had before them for this purpose, a copy of the current representation.

RESOLVED:

That the following Members be appointed to serve on the bodies listed for 2010/11.

- | | | |
|-----|---|--|
| (a) | The Meeting Place | Councillor Mrs. S.E. Wallbanks |
| (b) | Holway Community Centre | Councillor R. Spain
Councillor L. Thorley
Councillor P.A. York |
| (c) | The Holywell Band | Councillor Mrs. M. Jabbitt
Deputy: Councillor B.P. Lambert |
| (d) | Greenfield Youth Club
Management Committee | Councillor Mrs. S.E. Wallbanks |
| (e) | North Wales Association of
Town Councils | Councillor Mrs. K. Davies
Councillor B.P. Lambert
Councillor B. Scragg
Deputy: Councillor J. Johnson |
| (f) | Greenfield Valley Trust | Councillor K. Roberts |
| (g) | Clwyd Community Chest | Councillor J. Griffiths |
| (h) | Holywell & District
Twinning Association | Councillor P.A. York |
| (i) | Halkyn Mountain Common
Joint Consultative Board | Councillor Mrs. M. Jabbitt
Councillor M. Mills |
| (j) | Estuary Voluntary Car
Scheme | Councillor Mills |
| (k) | Police & Community
Consultative Group | Councillor B.P. Lambert
Deputy: Councillor R. Spain |
| (l) | Public Transport Users'
Forum | Councillor P.J. Curtis
Councillor M. Mills |
| (m) | Local Health Forum | Councillor E.B. Palmer |
| (n) | St. Beuno's Walk Committee | Councillor P.A. York |
| (o) | Flintshire County Council
(Supported Living Schemes)
Advisory Committee | Councillor B.P. Lambert |

- | | | |
|-----|---|---|
| (p) | Walkers are Welcome
Committee | Councillor Mrs. M. Jabbitt |
| (q) | Policing Partnership Working
Meetings | Councillor S.R. Baker (East)
Councillor B.P. Lambert (Central)
Councillor B. Scragg (Greenfield)
Councillor P.A. York (West) |
| (r) | Flintshire County Forum | Mayor
Deputy: Deputy Mayor |
| (s) | (i) Holywell Town Centre
Partnership
(ii) Sub-group of the
Partnership | Councillor J. Griffiths
Councillor J.M. Johnson
Councillor J. Griffiths |
| (t) | North Wales Play
Association | Deputy Mayor |
| (u) | Town and Community
Councils – County Planning
Focus Group | Mayor
Councillor L. Thorley |

6. APPOINTMENT OF CHAIRMAN OF THE FINANCE COMMITTEE

RESOLVED:

That Councillor Peter A. York be appointed Chairman of the Finance Committee of Holywell Town Council for 2010/11, such Committee to continue to be made up of all Members of the Council.

7. APPOINTMENT OF SUB-COMMITTEES

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

RESOLVED:

That the Sub-Committees for 2010/11 be appointed as follows:

Audit Sub-Committee

Councillor J. Griffiths
Councillor E.B. Palmer (Central)

Councillor S.R. Baker (East)
Councillor B. Scragg (Greenfield)
Councillor P.A. York, Chairman of Finance Committee-
(West)

Council Offices Sub-Committee

Councillor Mrs. K. Davies
Councillor J. Griffiths
Councillor J.M. Johnson
Councillor B.P. Lambert
Councillor E.B. Palmer
Councillor L. Thorley
Councillor Mrs. S.E. Wallbanks

Holywell & Greenfield Development Sub-Committee

Councillor Mrs. R. Dolphin
Councillor J.M. Johnson
Councillor K. Roberts
Councillor B. Scragg
Councillor R. Spain
Councillor L. Thorley
Councillor Mrs. S.E. Wallbanks

Town Centre Sub-Committee

Councillor Mrs. K. Davies
Councillor Mrs. R. Dolphin
Councillor J. Griffiths
Councillor J.M. Johnson
Councillor Mrs. M. Jabbitt*
Councillor B.P. Lambert* (for the period of Mrs.
Jabbitt's absence from meetings).
Councillor E.B. Palmer
Councillor B. Scragg
Councillor P.A. York

Wales in Bloom Sub-Committee

Councillor J. Griffiths
Councillor Mrs. M. Jabbitt
Councillor J.M. Johnson
Councillor M. Mills
Councillor E.B. Palmer

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

8. **AUTHORITY FOR SIGNING ORDERS AND PAYMENTS**

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 from the Mayor's Allowance and Charity Accounts, as appropriate.

9. MINUTES

RESOLVED:

That the minutes of the following meeting be approved and signed as a correct record by the Mayor:

Council Meeting held on 20 April 2010.

10. PLANNING

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

RESOLVED:

That the following responses be submitted to the Flintshire County Planning Authority.

No.	Proposal
046999	Demolition of public house, erection of 9 no. apartments and construction of new vehicular access – Calcot Arms, Milwr Road, Holywell: for Mr. D. McLean.

Deferral until the Town Council's meeting on 15 June, as a number of reports are awaited by the local planning authority as part of the consultation process.

047128	Outline – Erection of 2 no. two-bedroom mews houses and 1 No. two-bedroom apartment – land adjacent to 8 Old Quay, Greenfield Road, Holywell: for Flintshire County Council.
--------	--

Further deferral until the Town Council's meeting on 15 June, as ecological reports etc are still awaited by the local planning authority as part of the consultation process.

047179 Listed Building Application – Partial change of use of ground floor and entire first floor to form 3 no. self-contained apartments and alterations to finishes of yard area – County Court Buildings, Halkyn Street, Holywell: for Mr. M. Thorogood.

Received and noted.

047298 Addition of two dormer windows to front elevation of bungalow (amendments to planning permission granted under ref: 040537 for velux windows to front elevation) – 2 The Ridgeway, Holywell: for Mr. R. Robinson.

No objection, provided the proposal does not have an adverse impact on the character of the area where the property is situated.

047333 Change of use from B1/B2 to children's play zone with associated shop and café (A1, A3 and D2) – Units K & L Greenfield Works, Greenfield Business Park 1Ba, Greenfield, Holywell: for Mrs. A.M. Duffy-Brogan.

No objection.

047368 Erection of a detached garage – Highgate, Milwr Road, Holywell: for Mr. N. Hammond.

No objection.

047388 Alterations and sub-division of existing shop premises and change of use of the rear half of the building from A1 to A3 – 61 High Street, Holywell: for Mr. B. Collins.

Objection, based on the following comments:

- **The town centre already has 8 takeaways; 5 businesses providing takeaway food and sit-in meals; and 3 businesses providing sit-in meals. The provision of an additional hot food takeaway service, albeit in the rear half of this building, will add to this intensity and have a detrimental effect on the character and appearance of the area.**
- **In the absence of private customer parking and although there is a public car park nearby, there is potential for**

traffic conflict, environmental, public nuisance, and safety issues arising from the movement to, from and within the premises.

047407 Erection of a 33/11kV electricity substation – Land west of Fire Station, Holway Road, Holywell: for Sp Manweb plc.

No objection.

047420 Application for Prior Notification of Agricultural Development – extension to existing building – Bagillt Hall Farm, Pen-y-Maes Road, Holywell: for Mr. R. Corbett.

No objection (prior approval not required).

047454 First floor and rear extension together with general refurbishment – Cartref, Milwr Road, Holywell: for Mr. K. Bellis.

No objection.

(Note: Councillor H.G. Roberts did not vote on the above ten applications and Councillor R. Spain abstained from voting on application nos. 047298 and 047388).

11. ACCOUNTS

11.1. 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.

<u>Voucher</u>	£
4580 British Telecom – 3629 2204 – Broadband	105.75****
4581 British Telecom – 8118 4276 – Alarm	65.36****
4582 British Telecom – 8121 8884 – Land Line	113.31****
4583 Griffiths & Hughes Parry – Woodland	

	Legal costs	1,171.97<
4584	Flintshire County Council – Upgrading CCTV signage	403.25^^^*
4585	Flintshire County Council – 2010/11 Rental – Well Street Garage	210.85****
4586	Councillor Mrs. K. Davies – Taxi Fare – NWATLCC meeting	6.50*
4587	Impact Communications – Holywell Business News – Spring 10	500.00^^
4588	Viking Direct – Stationery/sundries	122.00****
4589	G.B. Stones Ltd – Wall cupboards/ Electricity work – Council Offices	740.25****
4590	Impact Communications – Town Centre Management – April	1300.00**
4591	ScottishPower – Electricity – Council Offices	139.15****
4592	D.C. Pierce – Salary – May	977.48***
4593	Mrs. M. Reed – Secretarial Expenses May	40.00***
4594	Mrs. M. Edwards – Wages to 8/5/10	243.05***
4595	HMRC (Inland Revenue) – PAYE/Nat. Ins. – May	514.39***
4596	C.M. Scott Jewellers – Engraving	15.70^^
4597	Mayor’s Allowance Account – Mayor’s Allowance 2010/11	

1,150.00^^^*

7,819.01

Powers to make payments:-

- * The Local Authorities (Allowances for Members of Community Councils)(Wales) Regulations 2003
- ** 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
^^**	Local Government Act 1972 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

11.2. Income Received

Members received the schedule of income, circulated with the agenda, regarding income between 1 and 30 April 2010.

12. TOWN CENTRE MANAGER'S REPORT – APRIL

Members were presented with the Town Centre Manager's report for April. The report gave an overview of developments and his work since the last meeting.

He answered questions about the outcome of enquiries he had made regarding potential occupiers for the former Woolworths store and also regarding the positioning of stalls on the High Street on market day.

It was also reported that the free help available under the independent retailer support programme had been taken up with enthusiasm. This initiative was financed by the County Council.

The 13th Gwyl Cadi Ha Festival on 1 May 2010 had proved to be another success again drawing large numbers of people into the town.

RESOLVED:

That the Town Centre Manager's report be received with thanks.

13. REMOVAL OF PLAY EQUIPMENT – NANT-Y-COED/MATCH FUNDING SCHEME – IMPROVEMENTS TO PLAY AREAS

From the reply letter circulated from the County's Head of Leisure Services, it was noted that the removal of the play equipment at Nant-y-Coed was, unfortunately, the only course of action open to the County.

In response to the matters raised at the April meeting, the Town Council was also requested to advise which site, from the locations shown in the letter, it considered to be appropriate for upgrading works under the County's Match Funding Scheme.

The Clerk updated Members on the availability of resources from the Town Council's funds.

RESOLVED:

- (1) That the County's Head of Leisure Services be notified that the Town Council is still on board with the scheme and that it confirms its commitment of £10,000 to match a similar sum from the County Council in the current financial year.
- (2) That improvements be supported at (i) Nant-y-Coed (following the removal of play equipment) and (ii) Clwyd Avenue, Greenfield.

14. REQUIREMENT FOR A CCTV CAMERA – SCHOOL LANE, GREENFIELD

The Mayor reported that this item had been withdrawn at the request of the proposer, Councillor M. Mills.

15. PLOT OF WOODLAND AT HALKYN ROAD, HOLYWELL – SEALING OF TRANSFER DEED

The Clerk reported on a request from Solicitors acting for the Welsh Assembly Government that the document bears the Official Seal of the Council.

RESOLVED:

That the request be approved and that under the Council's Standing Orders, the Mayor be authorised to sign the document (as well as the immediate past Mayor and the Clerk, as previously agreed).

16. REPORTS ETC. RECEIVED

Members were informed that the following items had been received and unless otherwise circulated*, were available for perusal from the Clerk.

- (a) A Shared Community – guidance on relationship building measures and charters for unitary authorities and community and town councils: April 2010 – Minister of Social Justice and Local Government, Welsh Assembly Government;
- (b) The Code of Conduct for members of local authorities in Wales – Ombudsman’s Guidance*;
- (c) Flintshire County Council – Town and Community Council Planning Focus Group Meeting, Tuesday 13 April 2010 – copies of presentations given;
- (d) Holywell Business News Issue 27 – Spring 2010*;
- (e) Flintshire NEWCIS News for Carers – Spring 2010.

RESOLVED:

- (1) That an item on the Ombudsman’s Guidance (Page 26 : Ward and electoral division issues – including paragraph 10(2)(b) of the Code of Conduct be included on the Agenda of the Council Meeting in June, for consideration of its implications for elected Members.
- (2) That the Town Centre Manager keep the Council informed of developments regarding the small business rate relief scheme (reported in the Holywell Business News) which was being extended to help small businesses in Wales.

17. REPRESENTATIVES’ REPORTS

None received.

18. CLOSE OF MEETING

The Mayor closed the meeting at 7.55pm.

.....
Mayor