

Buckley Town Council

Council Offices, Buckley, Flintshire. CH7 2JB
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Town Clerk and Financial Officer:
Martin B. Wright CPFA AFA MAAT
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Cyngor Tref Bwcle

Swyddfa'r Cyngor, Bwcle, Sir y Fflint. CH7 2JB
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Clerc y Dref a Swyddog Cyllid:
Martin B. Wright CPFA AFA MAAT
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Our Ref/Ein Cyf

Your Ref/Eich Cyf

Date/Dyddiad

MBW/LG/TJR

16th May 2018

To: All Councillors

Dear Councillor,

I enclose Agenda papers for the Meeting of the Town Council and the Meetings of the Standing Committees to be held in the Council Chamber, Buckley, on Tuesday next 22nd May 2018 commencing at 7pm. Meetings of the Standing Committees will be held in the order below:-

General Purposes

Highways and Leisure

Planning

Finance and Economic Development

Yours sincerely,

A handwritten signature in black ink, appearing to read 'M. Wright', written over a horizontal line.

Town Clerk and Financial Officer

Enc

AGENDA

1. APOLOGIES

To receive apologies for absence.

2. DECLARATIONS OF INTEREST

To receive and note any Declarations of Interest made by Members relating to the content of this Council Meeting Agenda.

3. PUBLIC QUESTION TIME

To receive written questions from the public, if any, and for the Mayor and/or relevant Chair to respond to those questions. Please note the questions and answers will be delivered without debate.

4. MINUTES

To approve and to sign as a correct record the Minutes of the Meeting of the Town Council held on 24th April 2018 (Pages 6358 - 6360).

5. MAYORAL AND COUNCIL ANNOUNCEMENTS

To receive any Mayoral and Council Announcements.

6. DESIGNATION OF STANDING COMMITTEES

To designate the Standing Committees of the Town Council for the ensuing municipal year and to appoint Members to serve on each Standing Committee. By convention, all Members of the Council serve on each Standing Committee.

7. APPOINTMENT OF STANDING COMMITTEE CHAIRS AND VICE CHAIRS

To appoint **Chairs/Vice Chairs** of each designated Standing Committee. The Standing Committees of the Town Council and the Chairs of those Committees were for the year 2017/18 –

Chair/Vice Chair

Finance and Economic Development -	J F Thornton/N Phillips
General Purposes -	A Woolley/D Ellis
Highways & Leisure -	J S Jones/C A Ellis
Planning -	M J Peers/R B Jones

8. DATES OF MEETINGS

To approve the dates of Meetings of the Town Council and its Committees for the ensuing year as follows:-

26 th June 2018	22 nd January 2019
24 th July 2018	26 th February 2019
25 th September 2018	26 th March 2019
23 rd October 2018	23 rd April 2019
27 th November 2018	* 14 th May/28 th May 2019
11 th December 2018	
	* Annual Meeting

9. AUTHORISED SIGNATORIES

To authorise the signing of cheques by three of the undermentioned office-holders one of whom must be the Town Clerk and Financial Officer and to authorise the signing of other official and legal documents by two of the undermentioned office-holders one of whom must be the Town Clerk and Financial Officer:-

Town Clerk and Financial Officer
Town Mayor
Deputy Town Mayor
Chair of Finance and Economic Development Committee
Chair of General Purposes Committee

10. DELEGATED POWERS TO ACT

To authorise the Town Mayor and Chair of the Finance and Economic Development Committee to act on behalf of the Town Council, in conjunction with the Clerk, on any matters arising during the Recess period from 25th July 2018 to 24th September 2018.

11. MINUTES OF COMMITTEES

To approve the Minutes of the meetings of the undermentioned Standing Committees of the Council held on 24th April 2018.

<u>Committee</u>	<u>Page Nos.</u>
(i) Finance and Economic Development	6361 - 6364
(ii) Highways and Leisure	6365 - 6367
(iii) General Purposes	6368 - 6369
(iv) Planning	6370 - 6374

GENERAL PURPOSES COMMITTEE

22nd MAY 2018

AGENDA

1. APOLOGIES

To receive and approve apologies for absence.

2. DECLARATIONS OF INTEREST

To receive and approve Declarations of Interest from Members in relation to any Agenda item on this Committee.

3. MINUTES

Authority is requested for the Chair to sign the Minutes of the previous meeting of the Committee held on 24th April 2018.

4. PRESENTATION - FLINTSHIRE COUNTY COUNCIL – BUCKLEY CONNECTS

The Clerk received an email on 16th April 2018 from Flintshire County Council's Community and Enterprise Customer Services. The email advised that there were some proposed changes to Buckley Connects and in order to gain the Town Council's feedback, it was proposed that Councillor Billy Mullin and Ms Jenny Griffiths should attend the April meeting of this Committee to outline the changes. The Clerk responded by advising that the Agendas had already been prepared and a presentation already arranged for the April meeting and therefore suggested that the presentation from Councillor Mullin be made at this meeting (please see enclosed correspondence). Also enclosed with the Agenda item is an email from Flintshire Connects Customer Services Advisor dated 9th May 2018, which advises that changes have been made to Flintshire Connects and will be implemented on 4th June 2018. The review and other material are attached to the email.

The Clerk has contacted Flintshire County Council requesting whether or not Councillor Mullin will be attending this meeting and has assumed, with no other information available, that Councillor Mullin will be attending this meeting.

The Committee is requested to receive and note the above report and enclosed correspondence and to receive a presentation from Councillor Mullin. Should Councillor Mullin not be attending the meeting then the Committee is requested to consider whether or not it wishes to forward any comments upon the review enclosed with the Agenda item.

5. TOWN CENTRE MANAGER'S MONTHLY REPORT

Enclosed with this Agenda item is the monthly report presented by the Town Centre Manager.

The Committee is requested to receive and note the enclosed report.

6. PROVISION OF A POST BOX IN BUCKLEY TOWN CENTRE

Following the sealing up of the two post boxes in Buckley Town Centre, the Clerk wrote to Royal Mail Customer Services on 9th April 2018 requesting when and where a post box facility would be provided in the town centre. A response was received on 7th May 2018 which states “We are in the process of relocating the boxes. The boxes have been sealed as they happen to be on some land that is owned by a third party, the boxes are currently fenced off as they are developing the land ... the collections manager is working to have new boxes installed as soon as possible”.

The Committee is requested to receive and note the above report and enclosed correspondence.

7. ITEMS TABLED FOR MEMBERS' PERUSAL

The following items are tabled for Members' perusal:-

1. Voluntary Voice – Newsletter – Issue 1 2018.
2. FLVC Trustee Network Funding and Governance e-bulletin.
3. Booklet – Eisteddfod yr Urdd Brycheiniog and Maesyfed 2018.
4. Welsh Government - Natural Resources Bulletin – Issue 28 – May 2018.
5. Community Health Council – News Release 14th May 2018.
Statement by North Wales Community Health Council.

The Committee is requested to receive and note the items tabled for perusal.

HIGHWAYS AND LEISURE COMMITTEE

22nd MAY 2018

AGENDA

1. APOLOGIES

To receive and approve apologies for absence.

2. DECLARATIONS OF INTEREST

To receive and approve Declarations of Interest from Members in relation to any Agenda item on this Committee.

3. MINUTES

Authority is requested for the Chair to sign the Minutes of the previous meeting of the Committee held on 24th April 2018.

4. KINGDOM SECURITY

Members will recall that at the meeting of this Committee held on 24th April 2018, the Clerk had advised the Committee that its request for the matter of the contract between Flintshire County Council and Kingdom Services Group to be placed on the Agenda of the Environment, Overview and Scrutiny Committee had been made on 28th March 2018 and a response received from Flintshire County Council on 3rd April 2018, which stated that "... I shall respond further in due course". No further correspondence had been received from Flintshire County Council and therefore it had been resolved that "... the Clerk's report be received and noted and that it be noted that a reminder was being forwarded to the Democratic Services Officer, Flintshire County Council, before the end of the week commencing 23rd April 2018" (minute 17080 refers).

As a result of the above the Clerk forwarded an email on 25th April 2018 to the Democratic Services Officer and received a response the same day, which stated "I understand that this issue is to be considered by the Environment, Overview and Scrutiny Committee at its meeting on 12th June". The Clerk forwarded a copy of his reminder and the response to all Members on 25th April 2018 (please see copy correspondence enclosed).

The Committee is requested to receive and note the above report and enclosed correspondence.

5. FLINTSHIRE COUNTY COUNCIL STREETSCENE AND TRANSPORTATION – BUS NETWORK REVIEW CONSULTATION

Enclosed with this Agenda item is an email dated 20th April 2018 from Flintshire County Council's Streetscene and Transportation Department, which encloses a letter entitled 'Consultation on Flintshire County Council Bus Network Review 2018'. The letter refers to a consultation process with regard to the Bus Network Review for 2018. Unfortunately the drop in event at Hawkesbury Community Centre occurred on 26th April 2018, however, the consultation is open until 3rd June 2018 and further enclosed with this Agenda item is the Consultation document itself. Members will note that the questionnaire on the final three sheets of the Consultation document requests answers to certain questions.

The Committee is requested to receive and note the above report and enclosed correspondence and to decide whether not it wishes to respond to the Bus Network Review Consultation being conducted by Flintshire County Council with its close date of 3rd June 2018.

6. ITEM TABLED FOR MEMBERS' PERUSAL

The following item is tabled for Members' perusal:-

1. Play for Wales – Spring 2018 – Issue 50.

The Committee is requested to receive and note the item tabled for perusal.

PLANNING COMMITTEE

22nd MAY 2018

AGENDA

1. APOLOGIES

To receive and approve apologies for absence.

2. DECLARATIONS OF INTEREST

To receive and approve Declarations of Interest from Members in relation to any Agenda item on this Committee.

3. MINUTES

Authority is requested for the Chair to sign the Minutes of the previous meeting of the Committee held on 24th April 2018.

4. WORDING TO BE INCLUDED WITH THE NOTIFICATION LETTER OF OBSERVATIONS MADE BY THIS COMMITTEE TO FLINTSHIRE COUNTY COUNCIL

As per minute 14488 of the October 2012 meeting of this Committee, the following wording will be placed at the head of the notification letter sent to Flintshire County Council in respect of planning application observations made by this meeting. The letter to Flintshire County Council will specify that the notification letter with regard to the wording shall be regarded as being relevant to all future Planning Committee letters when responding to Planning Application requests for the year 2018/19.

“The Town Council would wish you to formally note that the participation of those Town Councillors, who are also Members of Flintshire County Council, in both the debate and subsequent vote, at the Town Council Planning Committee, was on the basis that the views expressed by them were preliminary views taking account of the information presently made available to this Town Council. The County Councillors therefore reserved their final views on the application until they were in full possession of all relevant arguments for and against”.

The Committee is requested to receive, note and acknowledge that the above wording will be placed in the correspondence with Flintshire County Council, in relation to the notification of observations from this meeting and that the wording, as above, will apply to all future letters to Flintshire County Council regarding Planning Applications for 2018/19.

5. PLANNING APPLICATIONS

(a) The Committee is requested to consider applications for planning consent which are listed below (copies enclosed).

<u>Plan No.</u>	<u>Location and Applicant</u>	<u>Proposed Development</u>
058381	Field Farm, Old Field Farm Lane Mr & Mrs A Doyle	Proposed extension to provide annex accommodation ancillary to main residential dwelling

Full details are available for perusal in the office and will be deposited in the Council Chamber from 6.30pm on the day of the Meeting.

(b) The following applications were dealt with in consultation with local Ward Members in view of the time limit for observations.

<u>Plan No.</u>	<u>Location, Applicant and Proposed Development</u>	<u>Observations</u>
058253	29 Rosewood Grove, Drury Mr Ian Magill Erection of extension to side of dwelling	No observations
058313	17 Maxwell Close Mr M Wilson Application for approval of reserved matters following outline approval 057167	No observations

6. **PLANNING APPLICATION 057689 – ERECTION OF 4 DETACHED DWELLINGS, LAND AT ALLTAMI ROAD, BUCKLEY**

Members will recall that at the meeting of this Committee held on 24th April 2018, the Committee had been advised that the Clerk in conjunction with the Chair had forwarded an email to the Welsh Assembly Cabinet Secretary for Energy, Planning and Rural Affairs requesting the calling in of the above application before the Certificate of Decision was issued. It had therefore been resolved that "... the Clerk's report, enclosed correspondence, the Chair's detailed account and the fact that the Clerk would notify the Committee when a formal decision notification was received, be accepted and noted" (minute 17096 refers).

In response to the Clerk's email to the Welsh Assembly Cabinet Secretary, a response was received on 24th April 2018 and the Clerk, in consultation with the Chair of this Committee, forwarded a further email to the Welsh Assembly Cabinet Secretary outlining that it was believed that a, b, c and f were pertinent to the response received from the Cabinet Secretary. A further response from the Cabinet Secretary is yet to be received.

The Committee is requested to receive and note the above report and enclosed correspondence.

7. **FLINTSHIRE COUNTY COUNCIL DRAFT PLANNING ENFORCEMENT POLICY**

Enclosed with this Agenda item is an email from Flintshire County Council attaching a proposed Policy, which sets out an intended approach to Planning Enforcement by the Council. The email advises that any comments upon the proposed Policy should be provided by 12th June 2018.

The Committee is requested to receive and note the above report and enclosed correspondence and to decide whether or not it wishes to make any comments upon the proposed Planning Enforcement document presented by Flintshire County Council.

8. **PLANNING APPLICATION DECISIONS**

Enclosed with this Agenda item is the monthly update of planning decisions that have been notified to this Council by Flintshire County Council.

The Committee is requested to receive and note the spreadsheet.

FINANCE AND ECONOMIC DEVELOPMENT COMMITTEE

22nd MAY 2018

AGENDA

1. APOLOGIES

To receive and approve apologies for absence.

2. DECLARATIONS OF INTEREST

To receive and approve Declarations of Interest from Members in relation to any Agenda item on this Committee.

3. MINUTES

Authority is requested for the Chair to sign the Minutes of the previous meeting of the Committee held on 24th April 2018.

4. ACCOUNTS FOR PAYMENT

The Committee is requested to approve for payment the accounts of the Council for the month of May 2018 (copy enclosed).

5. BANK RECONCILIATIONS

Enclosed with this Agenda item is a copy of the Bank Reconciliation for the two Bank Accounts and two High Interest Deposit Accounts administered by this Town Council for the period ended 30th April 2018.

The Committee is requested to receive, note and approve the Bank Reconciliation for the period ended 30th April 2018.

6. INTERNAL AUDIT UPON THE FINANCIAL ACCOUNTS FOR THE YEAR ENDED 31st MARCH 2018

Members will be aware that the Internal Audit of the Council's Financial Affairs is conducted by J D H Public Sector Services. The Internal Audit is now conducted on two occasions during the financial year. The Interim Internal Audit looks at the standard of Internal Control within the Town Council and the results of that Audit were placed before the Finance and Economic Development Committee on 23rd January 2018. The Final Account Internal Audit was conducted on 23rd April 2018 and concentrated on the Financial Accounts of the Town Council. The Internal Audit Report of the Financial Accounts for year ended 31st March 2018 is enclosed. There was only one matter arising from the Audit, that being that the External Auditor may require Petty Cash b/f and c/f balances to be included in the Accounts and Annual Return. The balances have traditionally not been included as they have been regarded as de-minimis to the accounts. However, in future the balances will be shown each year from 2018/19 onwards. The Internal Auditor has completed Section 4 of the Local Councils in Wales Annual Return for the year ended 31st March 2018.

Members will note on page 9(a) of the Notes to the Financial Accounts, which will form part of the enclosures to the Annual Return (copy of page 9(a) enclosed), the responses to the Internal Audit upon the Financial Accounts for the year ended 31st March 2018 are listed.

The Committee is requested to note the completion of Section 4 of the Local Councils in Wales Annual Return for the year ended 31st March 2018 (see Agenda item 7 below) and to acknowledge receipt of the Internal Audit report of the Financial Accounts for the year end 31st March 2018 and approve the Clerk's actions in relation to the recommendations as listed above.

7. LOCAL COUNCILS IN WALES ANNUAL RETURN FOR THE YEAR ENDED 31st MARCH 2018

Enclosed with this Agenda item is the Annual Return for the year ended 31st March 2018, which requires submission to the External Auditor for them to report upon.

The figures on the Accounting Statements for 2017/18 are all extracted from the Final Accounts as detailed in Agenda item 8 of this Committee at its meeting held on 24th April 2018, the figures being netted by the VAT element. With regard to the Annual Governance Statement (Parts 1 and 2), evidence will be provided to the External Auditor to substantiate the responses as listed. Members will also note that the Annual Internal Audit Report Section has been completed by J D H Public Sector Services.

The Committee is requested to note that the Council/Board/Committee Approval and Certification Section of the Annual Return as placed before it requires approval for signature prior to the Annual Return being forwarded to the External Auditor. Approval is therefore sought for the Chair to sign the Approval and Certification Section of the Annual Return. The External Auditor's Report when received will be placed before the Committee.

8. EXCLUSION OF THE PRESS AND PUBLIC

The Committee is advised that the following Agenda items should be regarded as confidential and therefore it is recommended that the Committee approve the following:-

In view of the confidential nature of the business about to be transacted it is advisable in the public interest that the public and press be temporarily excluded and they are instructed to withdraw.

9. CAR PARKING CHARGES IN BUCKLEY

Members will recall that in excess of £40,000.00 was placed in the 2018/19 Approved Budget for the payment to Flintshire County Council for the removal of charges for a period in this Financial Year in the car parks in Buckley.

The Clerk will provide the Committee with an update on information received in the recent past regarding the above (copy update enclosed).

The Committee is requested to receive and note the Clerk's update and to decide whether or not to approve the Clerk's recommendations.

10. MEETING WITH WELSH BORDER COMMUNITY TRANSPORT (WBCT)

Members will recall that following the meeting of this Committee held on 27th March 2018, the Clerk was instructed to forward correspondence to Welsh Border Community Transport. A detailed response to that correspondence was dated 2nd May 2018 and the Clerk's further correspondence on the matter was dated 8th May 2018 (copy of all correspondence enclosed).

The Committee is requested to receive and note the above report and enclosed correspondence and to decide what action, if any, it wishes to take on the matter.