

Buckley Town Council

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Cyngor Tref Bwcle

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Our Ref/Ein Cyf

Your Ref/Eich Cyf

Date/Dyddiad

MBW/LG/TJR

21st November 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 27th November 2018 commencing at 7pm. Meetings of the Standing Committees will be held in the order below:-

Highways and Leisure

Planning

General Purposes

Finance and Economic Development

Yours sincerely,

A handwritten signature in black ink, appearing to read 'M. Wright', is 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 23rd October 2018 (6441 - 6443).

5. MAYORAL AND COUNCIL ANNOUNCEMENTS

To receive any announcements.

6. MINUTES OF COMMITTEES

To approve the Minutes of meetings of the undermentioned Standing Committees of the Council held on 23rd October 2018.

	<u>Committee</u>	<u>Page Nos.</u>
(i)	Planning	6444 – 6446
(ii)	General Purposes	6447 – 6451
(iii)	Finance and Economic Development	6452 – 6455
(iv)	Highways and Leisure	6456 – 6457

7. POLICIES IN RELATION TO DATA PROTECTION

Members will recall that at the meeting of this Council held on 24th February 2015, a Data Protection Policy for the Town Council was approved (minute 15565 refers).

Members will also recall that the General Data Protection Regulations (GDPR) were introduced in May 2018.

In order, therefore, to update the Data Protection Policies of the Town Council, the following Policies have been either amended or recommended for introduction:-

1. Buckley Town Council Data Protection Policy – updated to take account of GDPR.
2. Buckley Town Council Document Retention Policy – updated to include a Preamble to the Document Retention Spreadsheet.
3. Buckley Town Council General Privacy Notice – new Policy to take into account the requirements of GDPR.
4. Buckley Town Council Privacy Notice for Staff, Councillors and Role Holders – new Policy to take into account the requirements of GDPR.

Copies of all the above documents are enclosed with this Agenda item.

The Council is requested to receive and note the above report and enclosed recommended Policies and to approve their introduction as at the date of this meeting.

HIGHWAYS AND LEISURE COMMITTEE

27th NOVEMBER 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 23rd October 2018.

4. CONSULTATION ON FLINTSHIRE COUNTY COUNCIL'S REVISED RIGHTS OF WAY IMPROVEMENT PLAN AND POLICIES AND PROCEDURES

Enclosed with this Agenda item is an email from Flintshire County Council with regard to the Consultation on Flintshire County Council's Revised Rights of Way Improvement Plan and Policies and Procedures. The email advises that Flintshire County Council published its first Rights of Way Improvement Plan (ROWIP) in 2008, the plan covered a ten year period. The County Council is now obliged to undertake a complete review of the above plan under Section 60 of the Countryside Rights of Way Act 2000. The email also advises that in 2016 the Welsh Government issued guidance to the local Highway Authorities in Wales to assist with the review and redrafting of their ROWIP's. Flintshire County Council have used the guidance in preparing their next ROWIP. The email concludes by requesting responses to four questions:-

1. Do you have any additional comments on the 2008/2018 ROWIP?
2. Do you think that the current rights of way network meets the needs of the Public and does the new Statement of Action fulfil these needs?
3. How can the rights of way network be improved, and in particular, make it more accessible for blind or partially sighted people and people with mobility problems?
4. Are there any other comments you would like to make at this stage?

Although the email refers to the consultation period running from 1st November until 31st December 2018, the Clerk has subsequently been advised that the consultation period does in fact run for three months and ends on 31st January 2019.

The Committee is requested to receive and note the above report and enclosed correspondence and to decide whether or not it wishes to respond to the enclosed email and if so, by what means.

PLANNING COMMITTEE
27th NOVEMBER 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 23rd October 2018.

4. 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>
	<u>Notice under Article 12</u> <u>Amendments to submitted application</u>	
058818	Land off Alltami Road Mr Bingham	Construction of 2no. dwelling houses and detached garages
059116	20 Laurel Drive Mr Mike & Amanda Colloby	Erection of two storey extension to rear of dwelling
059165	79 Burntwood Road, Burntwood Mr Andrew Bingham	Erection of 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>
058799	Tavern Inn, Mold Road, Alltami Anycastle Ltd Re-development into 5no. detached 4-bed dwellings and conversion of The Tavern Inn into 2no. 2-bed apartments	No observations

058924	11 Catherall Avenue Mrs Stephanie Freed Erection of replacement porch	No observations
058999	Milwesti, Middle Common Lane Mr David Lewis Alterations and extension to roof of dwelling and alterations to shed on previously approved application 056538	No observations
059113	Pasadena, Mold Road Mr Spooner Loft conversion with dormer windows, pitched roof to front porch and erection of rear extension	No observations

5. 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.

6. ITEM TABLED FOR MEMBERS' PERUSAL

The following item is tabled for Members' perusal: -

1. Planning Aid Wales – g4Communities.

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

GENERAL PURPOSES COMMITTEE

27th NOVEMBER 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 23rd October 2018.

4. 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.

5. ELECTORAL REVIEW FLINTSHIRE

Enclosed with this Agenda item is an email from the Local Democracy and Boundary Commission for Wales advising of the Review of the Electoral Arrangements for Flintshire County Council with a view to considering and formulating proposals for future arrangements. The email advises that comments on the review will be welcomed and that the consultation period closes on 23rd January 2019. Also enclosed with the Agenda item are two maps showing the existing variance in electoral representation from the existing County average, the existing variance in electoral representation from the proposed County average, a spreadsheet of the existing County Council Membership with the number of Councillors per Ward and the electorate in 2018, the electorate in 2023 and averages electors per Councillor. Finally, there are two letters dated 25th October 2018 from the Local Democracy and Boundary Commission for Wales providing additional information.

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

6. REVIEW OF PARLIAMENTARY CONSTITUENCIES IN WALES

Enclosed with this Agenda item is a covering email from One Voice Wales, which encloses an email from the Boundary Commission for Wales, that advises that the final recommendations report for the 2018 Review of Parliamentary Constituencies in Wales has been submitted to the Minister for the Cabinet Office. The email advises that the Commission has asked the Government to ensure that it is informed immediately the report has been laid before Parliament so that the Commission can publish it on its website and portal.

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

7. CITIZENS ADVICE FLINTSHIRE – UNIVERSAL CREDIT FULL SERVICE

Enclosed with this Agenda item is a pictorial and written commentary on the experience of Universal Credit Full Service August to September 2018.

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

8. LACK OF POST BOX IN BUCKLEY TOWN CENTRE

Members will recall that at the meeting of this Committee held on 23rd October 2018, it was resolved, with regard to the above, that "... in the light of the report from the Clerk and his verbal update, correspondence be forwarded to the Chief Executive of The Royal Mail raising a formal complaint about how the matter [of the lack of a post box in Buckley town centre] has been dealt with and requesting an urgent relocation of the post boxes to a site outside the Spar Shop" (minute 17293 refers).

As a result of the above the Clerk forwarded an email on 24th October 2018 to the Chief Executive, Royal Mail (copy email enclosed). A response was received via a telephone call to the Clerk on 7th November 2018 from a Ms Diane Luscombe, Royal Mail Customer Services. Ms Luscombe advised that things appeared to have gone awry, she could get no satisfactory answers from Royal Mail staff who had dealt with the matter since May 2018 and confirmed that no work instruction had been issued to install the new post box(s). Ms Luscombe advised the Clerk that she would ring again on 13th November 2018 to provide an update. Unfortunately, Ms Luscombe has not contacted the Clerk again and therefore, the Clerk has forwarded a further email to the Chief Executive of The Royal Mail in order to try and progress this matter (copy email enclosed).

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

9. THE ROYAL BRITISH LEGION WAR MEMORIAL AT PRECINCT WAY CAR PARK

Members will be aware that following a public consultation and using money provided by Aldi, a piece of artwork was commissioned to stand in the War Memorial site at Precinct Way car park. The existing War Memorial was removed and a new structure put in its place. The Town Council had two representatives appointed to sit on the Working Group that oversaw the works involved. The outcome is that the piece of artwork is now installed and the new Memorial has been dedicated. The new Memorial is smaller than the original Memorial and to some extent is hidden from view by the artwork when viewed from the entrance to the Memorial site.

A number of comments have been made to Members about the redesigned site, some of which have not been particularly complimentary. It is acknowledged that The Royal British Legion War Memorial is in the custodianship of The Royal British Legion, Buckley Branch, however, the Town Council, having had two representatives on the Working Group, may wish to express an opinion about the redeveloped site.

The Committee is requested to receive and note the above report and to decide whether or not it wishes to instruct the Clerk to engage in communication with The Royal British Legion, Buckley Branch and if so, to what end.

10. **INDEPENDENT REVIEW PANEL ON COMMUNITY AND TOWN COUNCILS IN WALES**

The Welsh Government set up an Independent Review Panel in July 2017 to review and report upon:-

1. The potential role of Local Government below Local Authority Councils, drawing on best practice.
2. Defining the most appropriate model(s) structure(s) to deliver this role.
3. To consider how these models and structures should be applied across Wales. This would include consideration of any situations in which they would not be necessary or appropriate.

The review was set up to look at the Town and Community Council structure in Wales and to report with recommendations upon its future.

Enclosed with this Agenda item is the final report from the Independent Review Panel, which makes a number of detailed recommendations.

The Committee is requested to receive and note the above report and to decide whether or not it wishes to create a Sub-Committee to look at the recommendations and where appropriate, recommend to the Council ways of implementing some of the recommendations.

11. **TEMPORARY CLOSURE OF DRURY POST OFFICE**

Enclosed with this Agenda item is an email from the Post Office which encloses a formal notification of the temporary closure of Drury Post Office. There is a consultation period which closes on 22nd December 2018.

The Committee is requested to receive and note the above report and enclosed correspondence and to decide whether or not it wishes to provide information to the Post Office during the consultation period and if so, what information does it wish to place on record.

12. **SOCIAL MEDIA – A GUIDE FOR COUNCILLORS**

Members will recall that this Town Council has a Social Media Policy. The Policy was adopted by resolution of the Council at its meeting held on 26th January 2016 (minute 15975 refers).

Enclosed with this Agenda item is an email from Flintshire County Council, which encloses a Welsh Local Government Association, Social Media, A Guide to Councillors document.

The Committee is requested to receive and note the above report and enclosed documentation and to advise Members that the attached document should be regarded as an adjunct to the Council's Social Media Police already in existence.

13. ITEMS TABLED FOR MEMBERS' PERUSAL

The following items are tabled for Members' perusal: -

1. Wrexham – Bidston Rail User's Association – Autumn 2018 Newsletter.
2. Citizens Advice Flintshire – Annual Report 2017-2018.

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

FINANCE AND ECONOMIC DEVELOPMENT COMMITTEE
27th NOVEMBER 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 23rd October 2018.

4. ACCOUNTS FOR PAYMENT

The Committee is requested to approve for payment the accounts of the Council for the month of November 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 31st October 2018.

The Committee is requested to receive, note and approve the Bank Reconciliation for the period ended 31st October 2018.

6. BUDGETS TO ACTUALS WITH PROJECTIONS 2018/19

Enclosed with this Agenda item are the summarised Financial Accounts for the Town Council for the period to 31st October 2018. Members will note that included in the figures are the Budget for 2018/19, the Actual Income and Expenditure to 31st October 2018, the Projections of Income and Expenditure to 31st March 2019 and the Variance Analysis between the Budgeted and Projected Income and Expenditure for the Year. Attached to the summarised Financial Accounts there are a number of notes explaining certain significant variances identified, Members attention is drawn to those notes.

The Clerk will provide a verbal report upon the figures if required.

The Committee is requested to receive and note the above summarised Financial Accounts and Analysed Data and to note the significant variance information provided.

7. **REVISION TO THE TOWN COUNCIL'S RISK ASSESSMENT DOCUMENT
(ADDENDUM 3)**

Members are aware that the Town Council's Risk Assessment Document (Addendum 3 to the Standing Orders) is reviewed and updated on a regular basis.

Enclosed with this Agenda item (listed as Appendix A) is the current Risk Assessment Document updated where necessary, with the updates highlighted in blue. Also enclosed is the recommended Risk Assessment Document, which is exactly the same as Appendix A, however, the amendments are shown as part of the full document, without being highlighted in blue. The full document is hole punched.

The Committee is requested to receive and note the above report and enclosed Risk Assessment Documents, to approve the amendments made to the original document as indicated in blue writing and to advise Members to replace their existing Addendum 3 in their Standing Orders with the hole punched revised Risk Assessment Document.

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

The Committee is advised that the Annual Return has still not been returned by BDO LLP.

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