

Buckley Town Council

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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

22nd May 2019

To: All Councillors

Dear Councillor,

I enclose Agenda papers for the Resumed Meeting of the Town Council and the Meetings of the Standing Committees to be held in the Council Chamber, Buckley, on Tuesday next 28th May 2019 commencing at 7pm. Meetings of the Standing Committees will be held in the order below:-

Finance and Economic Development

Highways and Leisure

Planning

General Purposes

Yours sincerely,

A handwritten signature in black ink, appearing to read 'M Wright'.

Town Clerk and Financial Officer

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FINANCE AND ECONOMIC DEVELOPMENT COMMITTEE

28th MAY 2019

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 30th April 2019.

4. ACCOUNTS FOR PAYMENT

The Committee is requested to approve for payment the accounts of the Council for the month of May 2019 (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 2019.

The Committee is requested to receive, note and approve the Bank Reconciliation for the period ended 30th April 2019.

**6. INTERNAL AUDIT UPON THE FINANCIAL ACCOUNTS FOR
THE YEAR ENDED 31st MARCH 2019**

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 22nd January 2019. The Final Account Internal Audit was conducted on 15th April 2019 and concentrated on the Financial Accounts of the Town Council. The Internal Audit Report of the Financial Accounts for year ended 31st March 2019 is enclosed. There was only two matters arising from the Audit, those being the treatment of the introduced Petty Cash balance and a £15 none recovery of VAT from an invoice included in the Petty Cash accounts. The Internal Auditor has completed Section 4 of the Local Councils in Wales Annual Return for the year ended 31st March 2019.

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 2019 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 2019 (see Agenda item 7 below) and to acknowledge receipt of the Internal Audit report of the Financial Accounts for the year end 31st March 2019 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 2019

Enclosed with this Agenda item is the Annual Return for the year ended 31st March 2019, which requires submission to the External Auditor for them to report upon.

The figures on the Accounting Statements for 2018/19 are all extracted from the Final Accounts as detailed on the Agenda of this Committee at its meeting held on 30th April 2019, 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.

Members are reminded that the Annual Return for 2017/18 has not yet been returned by the External Auditors.

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 Mayor 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. ACCOUNT IN RELATION TO THE INSTALLATION OF THE DEFIBRILLATOR AT THE COUNCIL OFFICES

Enclosed with this Agenda item is an Income and Expenditure Account for the costs of installing the defibrillator outside the Council Offices. Members will note that the income from donations was £1,700 and the expenditure was £1,808.54, leaving a net contribution from Buckley Town Council of £108.54.

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

HIGHWAYS AND LEISURE COMMITTEE
28th MAY 2019

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 30th April 2019.

4. ITEM TABLED FOR MEMBERS' PERUSAL

The following item is tabled for Members' perusal:-

- 1. Play Wales e-bulletin – May 2019.**

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

PLANNING COMMITTEE

28th MAY 2019

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 30th April 2019.

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 2019/20.

“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 2019/20.

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>
059889	2 Penley Road Mr & Mrs K & S Price	Loft conversion and sun lounge extension to dwelling

059919	29 Tram Road Mr & Mrs K Baxendale	Demolition of existing garage and erection of front single storey annexe extension with new entrance link into main dwelling
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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>
058818	Amendments to submitted application Land off Alltami Road Construction of 2no. dwelling houses and detached garages	No observations
059789	Mountain Lane Primary School, Knowle Lane Flintshire County Council Siting of new boundary wall, fence and gates	No observations
059789	Amendments to submitted application Mountain Lane Primary School Knowle Lane Flintshire County Council Siting of new boundary wall, fence and gates	No observations
059816	Rylands, Alltami Road Mr Ian Bushell Erection of detached garage	No observations
059825	10 Oakwood Grove, Drury Mr D Sprake Erection of single storey rear Extension	No observations
059852	Glen Haven, Padeswood Road South Ms S J Speed Extension to drop kerb	No observations
059855	Field Adjacent to Buckley Foods, Station Road Lesters Farm Shop Erection of garden centre and nursery	No observations

059870	8 Lexham Green Close Mr B Davies Erection of single storey extension to front and side of dwelling and side extension to the garage (to be converted)	No observations
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6. PLANNING APPEALS

There have been no Planning Appeals notified to the Town Council by Flintshire County Council this month.

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

**7. TOWN AND COUNTRY PLANNING ACT 1990 (AS AMENDED)
SECTION 78 APPEAL – PLANNING APPLICATION 058229**

The Committee is advised that a letter came from Flintshire County Council with regard to the above. The letter was dated 4th April 2019 and received at the Council Offices on 23rd April 2019. The letter from Flintshire County Council advised that the Appeal start date was 29th March 2019 and that the Appeal was open for comments for four weeks (therefore ending on 26th April 2019). This meant that from the date that the letter was received at these offices, three days only were left to formulate any response.

The Clerk, therefore, wrote to the Chief Officer (Planning, Environment and Economy) on 1st May 2019 requesting his comments at the minimal amount of time available for the Town Council to comment. On 2nd May 2019 the Clerk again emailed the Chief Officer advising that comments had been forwarded to him on 25th April 2018 with regard to the above planning application (the email followed the Planning Committee of the Town Council held on 24th April 2018). The Clerk enclosed a copy of the correspondence dated 25th April 2018. However, the Clerk stated that he had been advised that the observations from Buckley Town Council were not listed on the planning portal as part of the consideration of the Planning Appeal. The Clerk, therefore, sought confirmation that the observations forwarded to the Chief Officer on 25th April 2018 had formed part of the considerations during the Appeal.

Having received no response from the Chief Officer to either email, the Clerk forwarded a reminder email on 15th May 2019 requesting when a substantive response to both emails could be expected (copies of relevant 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.

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.

GENERAL PURPOSES COMMITTEE
28th MAY 2019

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 30th April 2019.

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. VISITS TO TOWN AND COMMUNITY COUNCILS BY INDEPENDENT MEMBERS OF THE STANDARDS COMMITTEE

Enclosed with this Agenda item is a covering email, which has attached to it a letter from the Chief Officer (Governance), Flintshire County Council, providing the fourth update in respect of the visits by Independent Members of the Standards Committee to Town and Community Councils.

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

6. MONITORING OF CCTV IN FLINTSHIRE

The Clerk, on 10th May 2019, forwarded an email to the CCTV and Campus Manager, Flintshire County Council, advising that an article on Deeside.com had referred to Flintshire County Council's CCTV Camera Control Room being amalgamated with the Wrexham County Borough Control Room. The Clerk requested, that as this Town Council owns the CCTV cameras in Buckley, whether or not there would be consultation on the potential move.

An email was received on 14th May 2019 from the Chief Officer (Housing and Assets), Flintshire County Council, advising a number of recipients that Wrexham County Borough Council and Flintshire County Council had finally reached agreement for Wrexham County Borough Council to host the CCTV service. As far as consulting on the matter, the final paragraph of the Chief Officer's email states "A meeting will be arranged with partner Town Councils to share information and receive your observations on the proposal". (Copies of relevant correspondence enclosed).

The Committee is requested to receive and note the above report and to be advised that the Clerk will inform the Committee when any meeting on the matter is arranged.

7. PUBLIC SECTOR BODIES ACCESSIBILITY (WEBSITES AND MOBILE APPLICATIONS) (No. 2) REGULATIONS 2018

The above Regulations implement the EU Directive on the Accessibility of Websites and Mobile Applications of Public Sector Bodies.

The Directive is designed to allow citizens, particularly those with disabilities, to gain better access to public services by making public sector bodies' websites and mobile applications more accessible. It works harmoniously with varying accessibility standards within the European Union and in particular, the Statutory Duties imposed on public sector bodies under the Equality Act 2010 and the Disability Discrimination Act 1995 to make reasonable adjustments for people with disabilities. "Accessibility" refers to the principles and techniques to follow when designing building, maintaining and updating websites and applications, in order to make them easy for people to use, especially those with disabilities.

Members may be aware that the Town Council's website is currently being updated and redesigned. The Clerk has made contact with the website provider and has agreed that as the redesigned website will shortly be active the relaunch should continue. A meeting will then be held to discuss how the above regulations can be complied with and ensure that an accessibility statement will be produced by September 2019.

The Committee is requested to receive and note the above report and be advised that the Clerk will report in due course with the proposed accessibility statement.

8. ITEMS TABLED FOR MEMBERS' PERUSAL

The following items are tabled for Members' perusal:-

1. DLN Newsletter – May 2019.
2. Voluntary Voice Newsletter – Issue 1 2019.

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