

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

16th October 2019

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 October 2019 commencing at 7pm. Meetings of the Standing Committees will be held in the order below:-

Planning

General Purposes

Finance and Economic Development

Highways and Leisure

Yours sincerely,

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 in accordance with Addendum 4 to the Council's Standing Orders.

4. MINUTES

To approve and to sign as a correct record the Minutes of the Meeting of the Town Council held on 24th September 2019 (6616 - 6618) and the Minutes of a Special Meeting of the Town Council held on 14th October 2019 (6635 – 6637).

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 24th September 2019.

<u>Committee</u>	<u>Page Nos.</u>
(i) Highways and Leisure	6619 – 6620
(ii) Planning	6621 – 6626
(iii) General Purposes	6627 – 6630
(iv) Finance & Economic Development	6631 – 6634

7. REVISION OF STANDING ORDERS

The Clerk has made a thorough review of the Standing Orders and enclosed with this Agenda Item are the recommended Revised Standing Orders. The new elements of the Standing Orders are highlighted in blue. Also highlighted in blue are minor changes to Standing Order numbers and page references in the Contents Pages. The Clerk will provide a verbal report, if required.

The Council is recommended to receive and approve the Clerk's Revised Standing Orders. The Revised Standing Orders to become effective as of 23rd October 2019. Members will also note that the changes to the Standing Orders have required a minor change to Addendum 1 of the Standing Orders.

PLANNING COMMITTEE
22nd OCTOBER 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 24th September 2019.

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>
060275	27 Padeswood Road Mrs Alison Wallis	Dropping of kerb
060375	11 Ffordd Rowlands Mrs N Nevitt	Erection of two storey rear extension
060504	Land adjacent to 8 Burntwood Road Mr Dennis Marshall	Outline application for the erection of a dormer bungalow

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>
060258	57 Liverpool Road Mr Russell Jones Dropping of kerb to create access and parking area	No observations

5. PLANNING APPEALS

There have been no Planning Appeals notified to the Town Council by Flintshire County Council during October to date.

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

6. **PLANNING APPLICATION DECISIONS**

Enclosed with this Agenda item is the 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

22nd OCTOBER 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 24th September 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. ANNUAL FIREWORK DISPLAY

The annual firework display will take place this year on 5th November 2019.

Volunteers from Members are required to act as donation collectors on the night and also as Safety Stewards to ensure that the Town Council can cover the requirements of its insurances in relation to the event. All Members volunteering should attend the Town Council Stage on the night at 6pm.

The Committee is requested to receive and note the above report and to record those Members who volunteer to act as donation collectors and/or Safety Stewards on the night.

6. CHRISTMAS LIGHTS SWITCH-ON

The Christmas Lights will be switched on this year on Saturday 23rd November 2019. There will be an urgent need for assistance throughout the day from Members. Could all Members who are willing and able to help during the day please contact the Town Centre Manager so that he can programme the work required accordingly.

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

**7. THE ROYAL BRITISH LEGION – BUCKLEY BRANCH –
REMEMBRANCE DAY SERVICE AND PARADE –
SUNDAY 10th NOVEMBER 2019**

As at the date these Agendas were posted to Members, no information has been received from The Royal British Legion regarding the arrangements for the above.

The Committee is requested to receive and note the above report and to be advised that the Clerk will forward details to Members as soon as they are received.

8. FLINTSHIRE CITIZENS ADVICE BUREAU STATISTICS

Enclosed with this Agenda item is a copy of the usage statistics for the Citizens Advice Bureau, Buckley Outreach Office for the period 1st July 2019 to 30th September 2019.

Members will note that there were 23 clients seen of which 11 came from Buckley.

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

**9. STANDARDS COMMITTEE – JOINT MEETING WITH TOWN AND
COMMUNITY COUNCILS HELD ON MONDAY 30th SEPTEMBER 2019**

Enclosed with this Agenda item is a further letter from Flintshire County Council with regard to the visits to Town and Community Councils by independent Members of Flintshire County Council's Standards Committee. Members will note that the fourth paragraph of the letter states "It was noted that, post the summer "recess", minutes will be two months old or more before they are approved. This makes it difficult to remember what transpired but also means that the public must wait a long time to see what happens. It was suggested that minutes be prepared, checked with the Chair and then be published marked "draft" until they are confirmed as accurate". In the penultimate paragraph the Flintshire County Council Chief Officer (Governance) states that he has been asked to run a training session on the Code of Conduct. The Chief Officer asks if the Town Council has any Councillors who would like to attend and also whether or not Buckley Town Council would be willing to host the event which is likely to be in early November.

The Committee is requested to receive and note the above report, enclosed correspondence and to decide whether or not it wishes to:-

- (a) From the recess in 2020 onwards publish "draft" minutes as suggested and
- (b) to confirm whether or not any Members wish to attend a training session on the Code of Code and whether or not the Town Council would be willing to host the event.

**10. LOCAL DEMOCRACY AND BOUNDARY COMMISSION FOR WALES
REVIEW OF THE ELECTORAL ARRANGEMENTS OF THE COUNTY OF
FLINTSHIRE DRAFT PROPOSAL REPORT**

Members will recall that at the meeting of this Committee held on 24th September 2019, it was resolved, with regard to the above, that any comments individual Members wished to make about the above subject should be forwarded to the Town Clerk by Tuesday morning (1st October 2019) by 10am so that their comments could be included in the draft Response to the above Document,

which was being prepared for initially being presented to a meeting at Flintshire County Council on Thursday 3rd October 2019 and then to the Commission by 27th November 2019. Councillor R B Jones had agreed to receive the Response Document and present it to the meeting in Flintshire County Council. Enclosed with this Agenda item are the nine proposal notes, which were created from information which included the comments from those Members who responded by 1st October 2019.

The Committee is requested to receive and note the above report and to endorse the enclosed comments as Buckley Town Council's official response to be forwarded to the Local Democracy and Boundary Commission for Wales.

11. REVIEW OF POLLING DISTRICTS AND POLLING PLACES 2019

Members will recall that the above matter was placed before this Committee at its meeting held on 24th September 2019. The resolution of the Committee was to receive and note the report and documentation (minute 17721 refers).

Enclosed with this Agenda item is an email dated 9th October 2019 where the Acting Returning Officer has now published his comments in relation to Polling Places. Also enclosed are the Acting Returning Officer's comments in relation to the Buckley Electoral Wards. Members will note that there are no alterations suggested to the current arrangements. Members will also note that a response is required by Monday 21st October 2019, although the Clerk in conversation with Flintshire County Council has agreed that a response can be forwarded on 23rd October 2019.

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 on the proposals listed in the attachment to the email.

12. ITEMS TABLED FOR MEMBERS' PERUSAL

The following items are tabled for Members' perusal: -

1. Wrexham-Bidston Rail Users Association Autumn Newsletter and AGM Notice and Agenda.
2. Flintshire Local Voluntary Council – FLVC E-BULLETIN – October 2019.
3. Flintshire Local Voluntary Council – FLVC E-BULLETIN – Funding opportunities.

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

FINANCE AND ECONOMIC DEVELOPMENT COMMITTEE
22nd OCTOBER 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 24th September 2019.

4. ACCOUNTS FOR PAYMENT

The Committee is requested to approve for payment the accounts of the Council for the month of October 2019 (copy enclosed).

5. BANK RECONCILIATION

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 September 2019.

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

6. PETTY CASH EXPENDITURE

Enclosed with this Agenda item is the Petty Cash Account as at the end of September 2019.

The Committee is requested to receive and note the Petty Cash Account Spreadsheet and to approve the spreadsheet accordingly.

7. LOCAL COUNCILS IN WALES ANNUAL RETURN FOR THE YEAR ENDED 31st MARCH 2019

The Annual Return has still not yet been returned by BDO LLP and a Notice of Publication has therefore been placed on the Council's website and notice board indicating that the Accounts are, as yet, not audited together with a copy of the Financial Figures included in the Annual Return.

The Committee is requested to receive and note the updated report and to be advised that the Clerk will present the Annual Return to a subsequent meeting of this Committee following its return to the Council.

8. BUDGETS TO ACTUALS WITH PROJECTIONS 2019/20

Enclosed with this Agenda item are the summarised Financial Accounts for the Town Council for the period to 30th September 2019. Members will note that included in the figures are the Budget for 2019/20, the Actual Income and Expenditure to 30th September 2019, the Projections of Income and Expenditure to 31st March 2020 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.

HIGHWAYS AND LEISURE COMMITTEE
22nd OCTOBER 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 24th September 2019.

4. ERECTION OF WAR MEMORIAL IN CORONATION GARDENS

Members will recall that at the General Purposes Committee held on 26th March 2019 it was resolved, with regard to the above, that "... the Committee approved the request from Bistre Chapel and that the Clerk be instructed to liaise with Officers of the Chapel to ensure that the War Memorial could be re-sited in Coronation Gardens" (minute 17494 refers).

The Memorial has now been erected in Coronation Gardens and there needs to be a Dedication Ceremony in order for it to be officially handed over to the custody of the Town Council.

The Committee is requested to receive and note the above report and to be advised that the Clerk will contact Members when a date has been set for the Dedication Service.

5. ITEM TABLED FOR MEMBERS' PERUSAL

The following item is tabled for Members' perusal: -

1. Play Wales – Publications – New Research – Play Sufficiency in Wales.

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