

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

22nd January 2020

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 28th January 2020 commencing at 7pm. Meetings of the Standing Committees will be held in the order below:-

Planning

Highways and Leisure

General Purposes

Finance and Economic Development

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.

4. MINUTES

To approve and to sign as a correct record the Minutes of a Meeting of the Town Council held on 10th December 2019 (6672 – 6674) and the Minutes of a Special Meeting of the Council held on 14th January 2020 (6684).

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 10th December 2019.

<u>Committee</u>	<u>Page Nos.</u>
(i) General Purposes	6675 – 6676
(ii) Finance and Economic Development	6677 – 6678
(iii) Highways and Leisure	6679 – 6680
(iv) Planning	6681 – 6683

7. ELECTION OF THE TOWN MAYOR AND DEPUTY TOWN MAYOR

Members will recall that at the meeting of the Council held on 27th January 2009, it was resolved that the "... Town Mayor elect and the Deputy Town Mayor elect be chosen at the March meeting with the formal appointments being made at the Annual General Meeting" (minute 12640 refers).

The matter is included on the Agenda at this time in order that consideration may be given between now and the March meeting for nominations to be prepared for the post of Town Mayor elect and Deputy Town Mayor elect.

The Council is requested to receive and note the above report and to ensure that nominations are available for the posts of Town Mayor elect and Deputy Town Mayor elect for consideration at the meeting of the Council due to be held on 24th March 2020.

8. ADJOURNMENT OF THE MEETING

At this point the Mayor shall adjourn the meeting of the Council, to be reconvened after the Finance and Economic Development Committee to approve that Committee's recommendations for the approval of the 2020/21 Budget and the approval of the recommended Precept.

9. PRECEPT SETTING FOR 2020/21

The Council is requested to receive the recommendations of the Finance and Economic Development Committee and to approve the 2020/21 Budget as shown in the Draft Budget document presented to the Finance and Economic Development Committee or as amended by the Finance and Economic Development Committee. The Council is also requested to approve the recommended or amended Precept.

PLANNING COMMITTEE
28th JANUARY 2020

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 10th December 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>
060731	23 Caerphilly Road Mr David Kenny	Single storey side extension
060770	Aberllanerch Bungalow, Bryn Road, Alltami Mr J Shirley	Demolition of an existing conservatory together with a detached single storey outbuilding and the construction of a two storey rear extension
060855	Land adj. Woodside Cottages, Bank Lane, Drury Macbryde Homes Ltd	Application for the approval of reserved matters for residential development including access, open space and all associated works

Due to the volume of information received with this application full details have been placed in the Council Chamber for Members' perusal (Plan 060855)

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>
060253	Amendments to submitted application 15-17 Mold Road Change of use to 3no. apartments	No observations

060558	Oakley, Alltarni Road Parry Griffiths Homes Ltd Proposed installation of oil tanks associated with plots 1-3 inclusive	No observations
060614	Land side of 61 Brunswick Road Wales and West Housing Application for approval of reserved matters following outline approval (055581)	No observations
060671	2 Etna Court Mr S Halliwell Retrospective planning application for proposed extension to property. Rear dormer extension larger than approved under planning application no. 056862	No observations
060726	Phase 2 Parc Dol Gwyn, Padeswood Road South F G Whitley & Sons Ltd House type substitutions and layout redesign of previously approved planning application ref: 048597	No observations
060732	Unit 5, Brookhill Way, Pinfold Industrial Estate Saredon Steel Buildings Ltd The erection of a prefabricated storage unit	No observations
060781	5a & 7 Mill Lane Mrs A Davies 2 storey infill between nos. 5 & 7 Mill Lane	No observations
060793	11 Overleigh Drive Mr Gareth Edwards Proposed single storey side and rear extension to existing dwelling	No observations
060803	5 Silverdale Avenue Mr & Mrs G Hett Single storey side/front extension and store. Extension of dropped kerb	No observations

5. 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.

6. 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.

HIGHWAYS AND LEISURE COMMITTEE
28th JANUARY 2020

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 10th December 2019.

4. APPROVAL OF DRAFT BUDGET FOR 2020/21

Members are advised that enclosed with the Finance and Economic Development Committee Agenda is the Highways and Leisure Committee element of the Draft 2020/21 Budget (versions 1 and 2). Members are advised that both versions have the same expenditure for this Committee.

The Committee is requested to receive its element of the Draft 2020/21 Budget and to either recommend the Draft Budget as it stands to the Finance and Economic Development Committee or to recommend an amended Draft Budget to the Finance and Economic Development Committee. Members are advised that any increase/decrease recommended in the Draft Budget for this Committee will, unless increases/reductions of the same value are recommended for the General Purposes Committee and/or the Finance and Economic Development Committee, have an impact upon the level of the Precept for 2020/21.

5. ITEM TABLED FOR MEMBERS' PERUSAL

The following item is tabled for Members' perusal:-

1. Play Wales publications 2019.

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

GENERAL PURPOSES COMMITTEE
28th JANUARY 2020

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 10th December 2019.

4. APPROVAL OF DRAFT BUDGET FOR 2020/21

Members are advised that enclosed with the Finance and Economic Development Committee Agenda is the General Purposes Committee element of the Draft 2020/21 Budget (versions 1 and 2). Members are advised that both versions have the same expenditure for this Committee.

The Committee is requested to receive its element of the Draft 2020/21 Budget and to either recommend the Draft Budget as it stands to the Finance and Economic Development Committee or to recommend an amended Draft Budget to the Finance and Economic Development Committee. Members are asked to note that if the Highways and Leisure Committee has recommended an alteration to its Draft Budget, this Committee may have to consider amendments if the proposed Precept is to be retained at the recommended level. Members are also asked to note that any increase/decrease recommended in the Draft Budget for this Committee will, unless adjustments of the same value are recommended to the Finance and Economic Development Committee, impact upon the level of the Precept for 2020/21.

5. TOWN CENTRE MANAGER'S MONTHLY REPORT

Enclosed with this Agenda item is the monthly report presented by the Town Centre Manager. Also enclosed is correspondence and an action log in respect of the potential de-pedestrianisation of Brunswick Road, Buckley.

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

6. 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 October 2019 to 31st December 2019.

Members will note that there were 19 clients seen of which 3 came from Buckley.

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

7. ATMs IN BUCKLEY

Enclosed with this Agenda item is an email to the Clerk from the Town Mayor (Councillor A Woolley). The email refers to the lack of ATMs in the town, that some ATMs are not always in service and that some of the ATMs charge for transactions. Also enclosed is the Clerk's response to Councillor Woolley with regard to the matter.

The Committee is requested to receive and note the above report and to decide what action, if any, it wishes to take on the matter. The Committee is, however, reminded that the Town Council has no jurisdiction over the installation and maintenance of ATMs and would, in all probability, have little impact upon any companies that were approached.

8. MEETING OF THE NORTH AND MID WALES ASSOCIATION OF LOCAL COUNCILS

The Quarterly Meeting of the above Association was held in Rhyl on 17th January 2020. Members have been provided with an email which attaches the Agenda items.

The Committee is requested to receive and note the above report and to receive a verbal presentation from either the Mayor or the Deputy Mayor on the outcome of the meeting.

9. ITEMS TABLED FOR MEMBERS' PERUSAL

The following items are tabled for Members' perusal:-

1. Citizens Advice Flintshire – Annual Report 2018/19.
2. FLVC – Voluntary Voice – Newsletter Issue 3 2019.
3. FLVC E-BULLETIN.

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

FINANCE AND ECONOMIC DEVELOPMENT COMMITTEE
28th JANUARY 2020

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 10th December 2019.

4. ACCOUNTS FOR PAYMENT

The Committee is requested to approve for payment the accounts of the Council for the month of January 2020 (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 31st December 2019.

The Committee is requested to receive and note the Bank Reconciliation for the period ended 31st December 2019.

6. PETTY CASH EXPENDITURE

Enclosed with this Agenda item is the Petty Cash Account as at the end of December 2019 for the Financial Year to 31st March 2020.

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

7. INTERNAL AUDITOR'S STATEMENT OF INDEPENDENCE

Enclosed with this Agenda item is a letter from JDH Business Services Limited dated 5th January 2019. Members will note that the letter states "We can confirm continued independence in our role as Internal Auditors for the above financial year **and you can assume this to be the case for future financial years unless we inform you otherwise in writing**". As no contra correspondence has been received, the Committee can accept the continued independence of the Internal Auditor.

The Committee is requested to receive and note the above report and to acknowledge the continued independence of the Internal Auditor.

8. ANNUAL INTERIM INTERNAL AUDIT REPORT

The Annual Interim Internal Audit has been conducted by JDH Business Services Ltd. A copy of the Interim Internal Audit Report is enclosed with this Agenda item. Also enclosed is the Clerk's response to the Interim Internal Audit report.

The Committee is requested to receive and note the enclosed Annual Interim Internal Audit report and to endorse the Clerk's response. The Committee is also requested to note that the Annual Interim Internal Audit, together with actions taken, will be included with the Annual Return and Year End Financial Accounts for 2019/20.

9. REVIEW OF THE ADEQUACY OF INTERNAL AUDIT

Each Town and Community Council must, on an annual basis, review the adequacy of Internal Audit.

JDH Business Services Ltd is an accredited Internal Auditor under the auspices of the Institute of Chartered Accountants in England and Wales. Enclosed with this Agenda item is the notated work carried out by the Internal Auditor for the Interim Internal Audit Report for 2019/20. The enclosed document states at the commencement that "The internal audit of Buckley Town Council is carried out by undertaking the following tests as specified on the Annual Return for Local Councils". It also states at the end of the list of tests undertaken that "The interim internal audit provides evidence to support the annual internal audit conclusion on the Annual Return for local councils".

The Clerk, therefore, advises the Council that the work undertaken by the Internal Auditor provides the adequacy required of the Internal Audit.

The Committee is requested to receive and note the above report and enclosed correspondence, to approve its acknowledgement of the adequacy of Internal Audit in relation to the 2019/20 Financial Year and to confirm its approval for the continued use of JDH Business Services Limited for the Internal Audits of the Town Council.

10. ESTIMATES 2020/21

Members will recall that the Preliminary Draft Budget 2020/21 was presented to them at meetings held on 7th and 9th January 2020, Members also received as Appendix A a spreadsheet showing the Precept's requirements under various percentage increases. All Members attending the meetings were provided with copies of the Preliminary Draft Budget and accompanying Notes beforehand. Members will note that the Draft Budget required a 9.33% increase in the Precept. During one of the meetings a suggestion was made that £15,000 be withdrawn from Reserves to allow for a 4.43% rise in the Precept. The Council is required to achieve a balanced Budget. Members are also advised that the Welsh Assembly Government has now provided the calculator for the limit of expenditure allowed under Section 137(4) of the Local Government Act 1972. Members' attention is drawn to the third page of the A3 documents which now shows the approved calculator at £8.32 per elector. The Committee is, therefore, presented with two potential Draft Budgets, version 1 allows for a 9.33% increase in the Precept and version 2 allows for a 4.43% increase in the Precept by drawing down £15,000 from General Reserves. Both versions are accompanied by detailed notes, together with the Summarised Estimates for the year 2020/21 for both versions. Members will therefore note that the required Precept under the Draft Budget (version 1) is £334,587, which equals an increase against the 2019/20 Precept of 9.33% with the Precept expressed as a cost per Band D property now equalling £50.03, an

increase as compared to 2019/20 of £4.22 (9.20%). Members will note that the required Precept under Draft Budget (version 2) is £319,587, which equals an increase against the 2019/20 Precept of 4.43% with the Precept expressed as a cost per Band D property now equalling £47.78. an increase as compared to 2019/20 of £1.97 (4.31%). The Committee is therefore presented with versions 1 and 2 of a Draft Budget analysed as:-

- (a) The Summarised two Draft Budgets Financial Estimates for the year 2020/21.
- (b) This Committee's draft estimates.
- (c) The draft estimates of other Committees, as approved by those Committees at their meeting this evening.
- (d) The two Draft Budgets for 2020/21 together with Projected Actuals to 31st March 2020. Together with accompanying notes.

The Committee is requested to receive and note the two Draft Budgets for 2020/21, together with the Projected Actuals to 31st March 2020, to discuss the above draft estimates (Budgets) and to approve either version 1 or version 2 as presented above or other amended estimates (Budget). The Committee is also requested to agree the Council's Precept requirement for 2020/21 as either £334,587 or £319,587.

At the conclusion of this Committee, the full Council will resume in order to make the Council Precept for 2020/21.

11. EXCLUSION OF THE PRESS AND PUBLIC

In view of the confidential financial/procedural nature of the following Agenda items about to be transacted, it is advisable in the public interest that the public and press be temporarily excluded and they be instructed to withdraw. The Committee is, therefore, requested to so resolve.

12. FINANCIAL ASSISTANCE 2019/20 – (OUTSIDE THE ANNUAL ROUND)

13. PROVISION OF A DEFIBRILLATOR OUTSIDE THE FLINTSHIRE COUNTY COUNCIL ALLTAMI DEPOT