

**MINUTES of a MEETING
of the
BUCKLEY TOWN COUNCIL
held via Zoom
on
Tuesday 22nd September 2020**

PRESENT

Councillor A Woolley (Town Mayor) - in the Chair

Cllr V E Bloudek	Cllr H D Hutchinson	Cllr C M Preece
Cllr C A Ellis	Cllr R B Jones	Cllr E L Preece
Cllr D Ellis	Cllr M J Peers	Cllr P G Shone
Cllr L G Fox	Cllr I Peters	Cllr M P Teire
Cllr I D Howes	Cllr N Phillips	Cllr A G Williams
Cllr E J Hutchinson		

IN ATTENDANCE

Mr M B Wright – Town Clerk & Financial Officer
Mrs L George – Personal Assistant
Mrs T J Reece – Personal Assistant
Mr A J White – Town Events Organiser & Town Centre Support Provider (Contractor)
Mr D M Wright – Zoom Meeting Administrator

17971- APOLOGIES

Apologies for absence and reasons were received and approved from Councillors
J S Jones (internet failure), W A Lewis (work commitments), J F Thornton (personal health).

17972- DECLARATIONS OF INTEREST

No Declarations of Interest were made in relation to this Agenda. It was –

Resolved – that no Declarations of Interest were noted.

17973- PUBLIC QUESTION TIME

The Clerk reported that no questions had been received. It was –

Resolved – that the Clerk's report be received and noted.

17974- MINUTES

Resolved – that the minutes of the Meeting of the Buckley Town Council held via Zoom on 23rd July 2020, as now submitted, be approved, adopted and signed as a correct record.

17975- MAYORAL AND COUNCIL ANNOUNCEMENTS

The Mayor advised that he and the Mayoress had attended the Re-dedication of the Cenotaph in Hawkesbury Gardens, which coincided with the 75th Anniversary of the end of the War in Europe. The Mayor stated that he had laid a wreath on behalf of the Town Council.

The Mayor advised that he and the Mayoress had visited the Summer Playschemes at the four locations in Buckley and was pleased to announce that the activities were organised very efficiently and that the food provided by the Town Council was greatly appreciated.

17976- INTERNAL FINANCIAL CONTROLS (ADDENDUM 1) TO THE COUNCIL'S STANDING ORDERS

The Council received and considered an amended version of the Internal Financial Controls Document (Addendum 1) to the Council's Standing Orders. The revisions to the document were shown in red where words were removed and blue where words were added. It was –

Resolved – that the revised Internal Financial Controls Document (Addendum 1) to the Council's Standing Orders be received and approved and it was acknowledged that the revised Addendum 1 would be placed with the draft Standing Orders, which were presented with Agenda item 9.

17977- BUCKLEY TOWN COUNCIL ANNUAL TREASURY MANAGEMENT AND INVESTMENT STRATEGY (ADDENDUM 2) TO THE COUNCIL'S STANDING ORDERS

The Council received and considered a revised Buckley Town Council Annual Treasury Management and Investment Strategy Document (Addendum 2) to the Council's Standing Orders. The Council was advised that in the main the amendments to the above document were to list the current levels of interest receivable and payable with regard to the Bank Accounts and the one year fixed term deposit accounts. With the exception of the removal of the word 'Lloyds' in note 3 on page 3 it was –

Resolved – that the Town Council's Treasury Management and Investment Strategy Document (Addendum 2) to the Council's Standing Orders be received and approved and it was acknowledged that the revised Addendum 2 would be placed with the draft Standing Orders, which were presented with Agenda item 9.

17978- THE TOWN COUNCIL RISK ASSESSMENT DOCUMENT (ADDENDUM 3) TO THE COUNCIL'S STANDING ORDERS

The Council received and considered a report from the Clerk, which advised that following the approval of the Risk Assessment Document (Addendum 3) to the Council's Standing Orders at the meeting of the Council held on 23rd July 2020, in cognisance of pages 9 and 10 of the Risk Assessment Document, the Clerk and Staff had made provision for the adaptation of the Council Offices to ensure as far as possible that the offices complied with the Covid-19 Regulations. The Clerk stated that it was hoped to open the offices on a short time basis

per day starting in October 2020. However, the Clerk emphasised that such action would depend on the current and future Welsh Government guidelines with regard to Covid-19 and that the Council should be fully aware of its responsibilities to the Staff as stated on page 10 of the Risk Assessment Document, under the heading of Mental Health. During discussions on the matter the Clerk advised the Council that the Staff could not be responsible for or take formal cognisance of the mental health of the Members of the Council. It was also noted that certain items of PPE were not relevant to the operations of the Council and its Staff. It was –

Resolved – that the Clerk’s report was received, noted and his actions in the matter be endorsed. It was also resolved that the Council’s Risk Assessment Document (Addendum 3) to the Council’s Standing Orders be received and it was acknowledged that Addendum 3 would be placed with the draft Standing Orders, which were presented with Agenda item 9.

17979- NEW STANDING ORDERS AND FINANCIAL REGULATIONS

The Council was presented with draft new Standing Orders and Financial Regulations (two separate documents). In recognition of the current Standing Order 32(b) and the fact that the Financial Regulations were a completely new document it was –

Resolved – that the draft new Standing Orders were moved, seconded and stood adjourned, without discussion, to the next Ordinary Meeting of the Council. The Financial Regulations Document was approved for adoption from 23rd September 2020.

CHAIR

**MINUTES of a MEETING
of the
HIGHWAYS AND LEISURE COMMITTEE**

**held via Zoom
on
Tuesday 22nd September 2020**

PRESENT

Councillor C A Ellis – in the Chair

Cllr V E Blondek	Cllr R B Jones	Cllr E L Preece
Cllr D Ellis	Cllr M J Peers	Cllr P G Shone
Cllr L G Fox	Cllr I Peters	Cllr M P Teire
Cllr I D Howes	Cllr N Phillips	Cllr A G Williams
Cllr E J Hutchinson	Cllr C M Preece	Cllr A Woolley
Cllr H D Hutchinson		

IN ATTENDANCE

Mr M B Wright – Town Clerk & Financial Officer
Mrs L George – Personal Assistant
Mrs T J Reece – Personal Assistant
Mr A J White – Town Events Organiser & Town Centre Support Provider (Contractor)
Mr D M Wright – Zoom Meeting Administrator

17980- APOLOGIES

Apologies for absence and reasons were received and approved from Councillors J S Jones (internet failure), W A Lewis (work commitments), J F Thornton (personal health).

17981- DECLARATIONS OF INTEREST

No Declarations of Interest were made in relation to this Agenda. It was –

Resolved – that no Declarations of Interest were noted.

17982- BUCKLEY COMMONS REPORT – 2019-20 AND 2020-21

The Committee received and considered a report from the Access and Natural Environment Manager, Flintshire County Council, which enclosed a letter detailing the countryside works carried out in Buckley during 2019/20 and 2020/21. The programmed works for the remainder of 2020/21 were also included. The Clerk advised the Committee that the works were supported by the Town Council's financial contribution, which in 2020/21 equalled £3,400.

During the ensuring debate, a question was raised as to where the Buckley Community Woodland was. It was therefore –

Resolved – that the report be received and noted and that the question be asked as to where the Buckley Community Woodland was. The Clerk to advise all Members when the answer was obtained.

17983- ITEM TABLED FOR MEMBERS' PERUSAL

The following item was tabled for Members' perusal:-

1. Play Wales e-bulletin September 2020.

Resolved – that the item tabled for Members' perusal be received and noted.

CHAIR

**MINUTES of a MEETING
of the
GENERAL PURPOSES COMMITTEE
held via Zoom
on
Tuesday 22nd September 2020**

PRESENT

Councillor H D Hutchinson - in the Chair

Cllr V E Blondek	Cllr R B Jones	Cllr E L Preece
Cllr C A Ellis	Cllr M J Peers	Cllr P G Shone
Cllr D Ellis	Cllr I Peters	Cllr M P Teire
Cllr L G Fox	Cllr N Phillips	Cllr A G Williams
Cllr I D Howes	Cllr C M Preece	Cllr A Woolley
Cllr E J Hutchinson		

IN ATTENDANCE

Mr M B Wright – Town Clerk & Financial Officer
Mrs L George – Personal Assistant
Mrs T J Reece – Personal Assistant
Mr A J White – Town Events Organiser & Town Centre Support Provider (Contractor)
Mr D M Wright – Zoom Meeting Administrator

17984- APOLOGIES

Apologies for absence and reasons were received and approved from Councillors J S Jones (internet failure), W A Lewis (work commitments), J F Thornton (personal health).

17985- DECLARATIONS OF INTEREST

No Declarations of Interest were made in relation to this Agenda. It was –

Resolved – that no Declarations of Interest were noted.

**17986- TOWN EVENTS ORGANISER AND TOWN CENTRE SUPPORT
PROVIDER'S MONTHLY REPORT**

The Committee received and considered the Events Organiser and Town Centre Support Provider's monthly report for September 2020. In addition to the report the Contractor advised the Committee that he was researching a method that would provide some form of celebration for the Christmas Lights Switch-On, whilst complying with the current or future Welsh Government Regulations in relation to Covid-19. It was –

Resolved – that the Town Events Organiser and Town Centre Support Provider’s report and verbal presentation be received and noted.

17987- CREATING A HUB FOR INFORMATION ON EVENTS ETC IN THE TOWN

The Committee was reminded that at its meeting held on 23rd July 2020 it had been resolved to instruct the Clerk to contact Flintshire County Council to ascertain what work was being undertaken by the County Council with regard to an Information Hub for the towns in Flintshire. Until such time as the Committee could consider Flintshire County Council’s reply the matter of the Hub for Buckley had been deferred. The Clerk had contacted Flintshire County Council and been advised that no work on a Hub was being undertaken.

The Clerk, therefore, brought the matter back to the Committee and provided a spreadsheet of the three options that provided the most feasible propositions. The recommendation was to use option 3, which would result in an outlay of between £400 to £850 creation costs and approximately £20 to £30 per month hosting and support costs. The Committee was reminded that following preliminary talks with a lady who operated the current website Events platform, she had indicated that she would be willing to act as the Hub Co-ordinator. It was –

Resolved – that the Clerk’s report was received and noted and approval was given for the creation of an Information Hub for events etc in Buckley as detailed on Option 3 of the attached spreadsheet.

17988- STAYING COVID-19 SECURE IN 2020

The Committee received and considered a notification form from the Welsh Government’s Guidance on Managing the Risk on Covid-19. The notification form contained five steps to follow to ensure safer working together. The report contained a copy of the completed notification form and required the signature of the Mayor. It was –

Resolved – that the completed form be approved and it was also approved that the Mayor sign the form on behalf of the Council.

CHAIR

**MINUTES of a MEETING
of the
PLANNING COMMITTEE
held via Zoom
on
Tuesday 22nd September 2020**

PRESENT

Councillor M J Peers - in the Chair

Cllr V E Blondek	Cllr H D Hutchinson	Cllr E L Preece
Cllr C A Ellis	Cllr R B Jones	Cllr P G Shone
Cllr D Ellis	Cllr I Peters	Cllr M P Teire
Cllr L G Fox	Cllr N Phillips	Cllr A G Williams
Cllr I D Howes	Cllr C M Preece	Cllr A Woolley
Cllr E J Hutchinson		

IN ATTENDANCE

Mr M B Wright – Town Clerk & Financial Officer
Mrs L George – Personal Assistant
Mrs T J Reece – Personal Assistant
Mr A J White – Town Events Organiser & Town Centre Support Provider
Mr D M Wright – Zoom Meeting Administrator

17989- APOLOGIES

Apologies for absence and reasons were received and approved from Councillors J S Jones (internet failure), W A Lewis (work commitments), J F Thornton (personal health).

17990- DECLARATIONS OF INTEREST

There was one Declaration of Interest, Councillor M J Peers expressed a personal and prejudicial interest in Agenda item 3(a) Planning Application No. 061720. Councillor Peers left the meeting during the discussion on this item. It was –

Resolved – that the Declaration of Interest be received and noted.

17991- PLANNING APPLICATIONS

Resolved - (i) that the Town Clerk be authorised to convey to Flintshire County Council the Town Council's observations, as under (listed on the Agenda 3(a)), in respect of applications for development under the provisions of the relevant Town and Country Planning and Building Regulations legislation, namely:-

<u>Plan No.</u>	<u>Location, Applicant and proposed Development</u>	<u>Observations</u>
061674	3 Linthorpe Gardens Mr Simon Evans Single storey rear extension	No observations
061676	Field Adjacent to Buckley Foods, Station Road Mrs Jenna Murphy Proposed dog day-care and exercise field (currently unused)	The following observations were made in relation to this application:- 1. The Town Council requested that no building should be erected on the site. 2. Under section 13 of the application document it stated with regard to foul sewage that disposal was unknown. With the applicant stating that there may be the potential for approximately three employees, the method of disposal of sewage should be clearly defined. 3. Under section 14 of the application it stated that dog waste was to be removed by the applicant or employees and collected by the Council or commercial waste service. This provided no clear disposal policy and required more detail. 4. Under section 19 it stated that the opening hours were 0800 to 1800 Monday to Friday. However, it was also indicated under the general description that the location may be hired out to local communities during the out of hours periods. There was no defined use that the field may be put to when hired out and with the opening hours Monday to Friday ending at 1800, from October to March, the area would need to be lit for other use. Such lighting may be detrimental to the amenity of neighbouring properties. 5. Under the Design Statement, Proposed Works, it stated that the fence would be 1.8m high metal mesh panels with timber posts, the

fence to be buried to a depth of 0.3m therefore 1.5m would be visible above the ground. It was not considered as a secure fence when certain breeds of dogs were capable of clearing a 1.5m fence. How would a metal mesh fence dampen the noise created by barking dogs, the noise of which generated could cause nuisance to nearby properties.

061682 77 Burntwood Road
Removal of fire damaged roof and
replace with new roof with first floor
accommodation

No observations

There was no information on Flintshire County Council's website in relation to this planning application 061682 when the Agendas for the meeting were sent out, however, Members were supplied with the information on 18th September 2020.

061688 86 Forest Walk
Mr David Edwards
Single storey rear extension and
formation of steps to the lawn

No observations

061720 7 Pinewood Road
Drury
Mr M Peers
Sun Room & Garage extension with
bedroom extension above

No observations

061725 19 Rhodfa Palin
Mr Owen
Erection of a new single-storey rear
extension

No observations

061727 Windmill Restaurant
14 Mill Lane
Windmill House Buckley Ltd
Conversion of Restaurant/Bar
to 9 no. flats

The following observations were made in relation to this application:-
1. Although an improvement on the previously rejected application, there were still observations with regard to this application.
2. On the ground floor plan for five flats, flat 2 there was doubt about the window in the bedroom and in flat 3 there was no window in the kitchen.
3. It was acknowledged that 90% of the rooms in the flats now had light but

- certain windows had no outlook.
4. With regard to flat 8 there were concerns in relation to bedroom 2 as it had no outlook.
 5. In the plans submitted there were 2 voids indicated, a small central void on the first floor and a larger central void on the ground floor, the application indicated that the voids would not be available for use by the tenants. However, there was no mention as to whether or not the voids would be used by the developer or a third party now or in the future.
 6. The County Council should ensure that it had copies of Certificates of Ownership from the developer to ensure that the land claimed as owned was correct.
 7. There was no outside amenity for any children who may be living in the flats and the sum of money mentioned may assist the amenity of certain areas of Buckley but not the lack of amenity at the flats.
 8. Had the County Council ensured that the development was complying with the Welsh Government Mental Health Strategy when it took into account the mental health of the tenants of the development.

(ii) With regard to Agenda item 3(b) the Committee noted that there were no applications that had been 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>
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There had been no planning applications forwarded to local Members since July 2020. Therefore, none had been forwarded to local Members.

17992– PLANNING APPEALS

There were no Planning Appeals notified to the Town Council by Flintshire County Council in sufficient time to be included with the Agenda.

Resolved – that the report be received and noted.

17993- PLANNING APPLICATION DECISIONS

The Committee received the monthly update of planning decisions that had been notified to this Council by Flintshire County Council, Members noted that the spreadsheet also enclosed the reasons for any refusals.

Resolved – that the monthly update of Planning Decisions be received and noted.

CHAIR

**MINUTES of a MEETING
of the
FINANCE AND ECONOMIC
DEVELOPMENT COMMITTEE**

held via Zoom

on

Tuesday 22nd September 2020

PRESENT

Councillor N Phillips – in the Chair

Cllr V E Blondek

Cllr C A Ellis

Cllr D Ellis

Cllr L G Fox

Cllr I D Howes

Cllr E J Hutchinson

Cllr H D Hutchinson

Cllr R B Jones

Cllr M J Peers

Cllr I Peters

Cllr C M Preece

Cllr E L Preece

Cllr P G Shone

Cllr M P Teire

Cllr A G Williams

Cllr A Woolley

IN ATTENDANCE

Mr M B Wright – Town Clerk & Financial Officer

Mrs L George – Personal Assistant

Mrs T J Reece – Personal Assistant

Mr A J White – Town Events Organiser & Town Centre Support Provider (Contractor)

Mr D M Wright – Zoom Meeting Administrator

17994- APOLOGIES

Apologies for absence and reasons were received and approved from Councillors J S Jones (internet failure), W A Lewis (work commitments), J F Thornton (personal health).

17995- DECLARATIONS OF INTEREST

No Declarations of Interest were made in relation to this Agenda. It was –

Resolved – that no Declarations of Interest were noted.

17996- ACCOUNTS FOR PAYMENT

Resolved - (i) that the accounts numbered 12106 – 12135 (inclusive as detailed in the Schedule of Accounts Number 513 dated 22nd September 2020 [a copy of which had been distributed to all Members] and amounting in total to the sum of £31,392.81) be approved for payment and the Town Clerk be authorised to make the necessary arrangements to ensure that the payments were properly actioned through the Council's Bank Current Account in accordance with the Council's Internal Financial Controls.

(ii) that the expenditure be authorised in accordance with powers contained within the relevant local government acts and as identified and described within Appendix 1 of the NALC advice 'Governance and Accountability in Local Councils in England and Wales, a Practitioners' Guide' as revised and amended.

17997- BANK RECONCILIATIONS

The Committee received the monthly Bank Reconciliations as at 31st July and 31st August 2020. Members had received copies of the above documents immediately following the end of each month. It was –

Resolved – that the Bank Reconciliations as at 31st July and 31st August 2020 be received, noted and approved.

It should be noted that with regard to minutes 17996 and 17997 that for the expediency of the Zoom Meeting, the above two items were approved as one.

17998- NOTICE OF APPOINTMENT OF DATE FOR THE EXERCISE OF ELECTORS' RIGHTS

The Committee received and considered a report from the Clerk, which enclosed a copy of the Notice of Appointment of Date for the Exercise of Electors' Rights. The Clerk advised the Committee that the matter related to the Financial Year ending 31st March 2020 and that the date in note 3 of the form had been changed from 29th July 2020 to 1st September 2020. This was on the advice of the External Auditor. The change of dates meant that the Electors' Rights could be exercised from 1st September 2020 to 28th September 2020. Members were advised that the notice had been placed on the Town Council's website and the Town Council's notice board. The additional wording had been included by the Clerk to ensure the safety and wellbeing of, primarily, the Staff of the Town Council, but also anyone wishing to Exercise the Electors' Rights. It was –

Resolved – that the Clerk's report and enclosed notice be received and noted.

17999- INDEPENDENT REMUNERATION PANEL FOR WALES (IRPW) – ANNUAL REPORT FEBRUARY 2020

The Committee received a report from the Clerk that advised that since 26th March 2020 the Clerk had been requesting Members to either sign a declaration that they did not wish to receive the allowances under the above report or to indicate that they did wish to claim the allowances. Reminders had been sent on 26th May 2020 and as at 4th September 2020 four Members had still not responded. With the exception of one Member, all Members had responded by the time of this meeting, sixteen Members had indicated that they did not wish to receive the allowance, three Members had indicated that they wished to receive the allowance and one Member had still not replied. It was –

Resolved – that the Clerk's report was received and noted and that the Committee urged the one Member to either complete the declaration form or provide the Clerk with their Bank Account details so that the allowance could be paid.

**18000- OWL CYMRU ORGANISATION – OCCUPATION OF
ACCOMMODATION IN THE BUCKLEY TOWN COUNCIL OLD
LIBRARY BUILDING**

The Committee received a report from the Clerk which advised that the two offices on the ground floor of the Old Library Building and the shared office in the same location had been cleared and cleaned by the Owl Cymru Organisation. The Clerk advised the Committee that he had met the Administrator of the above Organisation on 7th September 2020 and after inspecting the premises had accepted the keys from the Administrator. It was –

Resolved – that the Clerk's report be received and noted.

18001- FINANCIAL ASSISTANCE TO ORGANISATIONS

The Committee received and considered a report from the Clerk that indicated a number of organisations within the town were struggling for funds. The Clerk reported that those organisations Members had contacted him about had been supplied with a Financial Assistance application form, at the date of the meeting a number of those organisations had not yet returned the application form. The Clerk advised that it was normal practice to have the closing date for applications as 31st October of each year with a meeting of the Finance Sub-Committee (Grants) being held in either December or January. The Clerk recommended that the closing date for applications was held at 31st October 2020, however, the meeting of the Finance Sub-Committee (Grants) should be brought forward to sometime in November 2020 so that the successful applicants could receive their grants earlier.

During the ensuing debate, it was suggested that the Clerk advise Members via email of the grant application form on the website so that individual Members could then direct organisations to that information. It was –

Resolved – that the Clerk's report be received and noted and the recommendations contained within it be approved. The Clerk confirmed he would provide the information with regard to the website to all Members.

18002- EXCLUSION OF THE PRESS AND PUBLIC

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

The Committee resolved to exclude the press and public, the Administrator of the meeting therefore removed the representative from Hawarden Community Council and the Town Events Organiser and Town Centre Support Provider.

18003- MENTAL HEALTH COUNSELLOR

18004- STAFF PERSONAL EQUIPMENT, HOME USE

**18005- SERVICE LEVEL AGREEMENT BETWEEN THE CLWYD PENSION
FUND AND BUCKLEY TOWN COUNCIL**

18006- THE RIGHT HONOURABLE THE BARONESS FOX OF BUCKLEY

CHAIR