

**MINUTES of a MEETING
of the
BUCKLEY TOWN COUNCIL
held in the
Council Chamber, BUCKLEY
on a hybrid basis
on
Tuesday 28th March 2023 at 7pm**

PRESENT

Councillor J S Jones (Town Mayor) – in the Chair

Cllr C Cordery	Cllr E J Hutchinson	Cllr C M Preece
Cllr A Drury	Cllr H D Hutchinson	Cllr E L Preece
Cllr C A Ellis	Cllr R B Jones	Cllr D Rose
Cllr D Ellis*	Cllr D Mackie	Cllr R L Stewart
Cllr L G Fox	Cllr M J Peers	Cllr A Woolley
Cllr I D Howes*		

*Joined remotely

IN ATTENDANCE

Mr S Jones – Locum Town Clerk and Responsible Financial Officer
Mrs T J Reece – Personal Assistant
Mr A J White – Town Events Organiser & Town Centre Support Provider (Contractor)

18700- APOLOGIES

Apologies for absence and reasons were received and approved from Councillors V E Blondek (illness), I Peters (holiday) and L Rathbone.

18701- DECLARATIONS OF INTEREST

Two Declarations of Interest were made in relation to Item 11 – Oral Report From Unitary Ward Members by Councillors C M Preece and D Rose. It was –

Resolved – that the Declarations of Interest were noted.

18702- PUBLIC QUESTION TIME

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

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

18703- PRESENTATION BY MR LYN CADWALLADER – ONE VOICE WALES

Mr Lyn Cadwallader was invited by the Town Mayor to present on how membership of One Voice Wales will benefit Buckley Town Council. Lyn had a slide presentation and provided detailed information on the work of One Voice Wales. Questions from Members were also taken.

Resolved – to thank Mr Cadwallader for personally visiting and for the informative session. A decision on membership will be made in the near future, to be included on an upcoming meeting agenda.

18704- MINUTES

Resolved – that the minutes of the Meeting of the Buckley Town Council held on 28th February 2023 (pages 6995 – 6998), as now submitted, be approved and adopted and signed as a correct record.

18705- MAYORAL AND COUNCIL ANNOUNCEMENTS

1. The Mayor thanked Rev Neil Kelly for saying prayers before the commencement of the meeting.
2. On 13th March, the Mayor and Consort had attended The Commonwealth of Nations Flag of Peace Ceremony at St Asaph Cathedral.
3. On 18th March, the Deputy Mayor had attended Connah's Quay Town Council's Chair's Charity Evening at the Civic Hall, Connah's Quay.
4. On 24th March the Mayor and Consort had attended Flintshire County Council's Chair's Charity Dinner at The Beaufort Park Hotel, New Brighton.
5. The Mayor advised that she would be attending a Dementia Friendly evening on Wednesday 29th March 2023.

18706- MINUTES OF THE HIGHWAYS AND LEISURE COMMITTEE

Moved by Cllr H D Hutchinson

Seconded by Cllr R B Jones and it was -

Resolved – that the Minutes of the Meeting of the Highways and Leisure Committee held on 28th February 2023, as now submitted, be approved and adopted.

18707- MINUTES OF THE PLANNING COMMITTEE

Moved by Cllr R B Jones

Seconded by Cllr D Mackie and it was –

Resolved – that the Minutes of the Meeting of the Planning Committee held on 28th February 2023, as now submitted, be approved and adopted.

18708- MINUTES OF THE FINANCE & ECONOMIC DEVELOPMENT COMMITTEE

Moved by Cllr A Woolley

Seconded by Cllr H D Hutchinson and it was –

Resolved – that the Minutes of the Meeting of the Finance and Economic Development Committee held on 28th February 2023, as now submitted, be approved and adopted.

18709- MINUTES OF THE GENERAL PURPOSES COMMITTEE

Moved by Cllr C M Preece

Seconded by Cllr D Mackie it was –

Resolved – that the Minutes of the Meeting of the General Purposes Committee held on 28th February 2023, as now submitted, be approved and adopted.

18710- MINUTES OF THE MEETING OF THE ESTABLISHMENT SUB-COMMITTEE HELD ON 16th FEBRUARY 2023

Resolved – that the minutes of the Establishment Sub-Committee held on 16th February 2023 were approved as a correct record by those Members present who had attended the Sub-Committee and the minutes of the Sub-Committee were received and noted by the Council.

18711- APPOINTMENT OF TOWN MAYOR ELECT AND DEPUTY TOWN MAYOR ELECT

The Council was advised that at its meeting held on 29th January 2009 it had resolved that "... the Town Mayor elect and the Deputy Town Mayor elect be chosen at the March Council Meeting with the formal appointments being made at the Annual General Meeting ...".

The Mayor advised that it was convention that the Deputy Town Mayor was appointed as Town Mayor elect for the forthcoming Municipal Year. The Mayor therefore requested whether there were any other nominations for the post of Town Mayor elect other than Councillor C Cordery (the current Deputy Mayor). The Mayor therefore stated that if there were no other nominations for the appointment of the Town Mayor elect for 2023/24, then Councillor C Cordery would automatically be appointed Town Mayor elect as he was currently the Deputy Town Mayor. There were no other nominations,

therefore it was, upon being put to the vote –

Resolved – that Councillor C Cordery be approved as the Town Mayor elect for 2023/24, his appointment as Town Mayor to be officially approved at the Annual General Meeting on 9th May 2023.

The Mayor then requested nominations for the post of Deputy Town Mayor elect for 2023/24. Councillor C A Ellis, seconded by Councillor H D Hutchinson, nominated Councillor R L Stewart. Councillor C M Preece, seconded by Councillor E L Preece nominated Councillor L G Fox. As no other nominations were received, the Mayor called for a vote in relation to appointing Councillor R L Stewart as Deputy Town Mayor elect. The vote showed 9 Members in support of the appointment. The Mayor then called for a vote in relation to appointing Councillor L G Fox as Deputy Town Mayor elect. The vote showed 6 Members in support of the appointment. It was therefore –

Resolved – that Councillor R L Stewart be appointed as Deputy Town Mayor elect, her appointment to be formally approved at the Annual General Meeting of the Town Council due to be held on 9th May 2023.

18712- THE RISK ASSESSMENT DOCUMENT (ADDENDUM 3) TO THE CURRENT STANDING ORDERS

The Addendum 3 – Risk Assessment 2022/23 broken into 5 risk elements, financial/employment/administration/asset management/covid-19, is part of the Standing Orders for Buckley Town Council and should be reviewed and approved each year. The Locum Clerk explained the document presented for approval had been lifted from the current version and simply had the effective period updated to 2022/23. Having read through all eleven pages the Locum Clerk is satisfied it meets current known risks.

Resolved – to approve the tabled updated document and to advise Members to replace their existing Addendum 3 document in their Standing Orders with the revised Addendum 3.

18713– ORAL REPORT FROM UNITARY WARD MEMBERS

Cllrs Preece (CM) and Rose declared a personal and prejudicial interest and left the Chamber whilst this agenda item was taken. The Town Mayor reminded on procedure to complete a written declaration to confirm. Cllr Hutchinson asked for the background on how this came to be an agenda item. The Locum Clerk explained he receives requests for agenda items relating to matters that the Unitary Authority have more responsibility for. In his experience many Councils have a standing item on the monthly meeting agenda to have matters, that directly affect their community, reported on by the elected Members on the Unitary Authority. A channel of communication that could result in the Town Council taking actions as a result. Cllr Peers is supportive of the principle but suggests this be deferred and work out the process first, to give clarity for all concerned. Cllr Ellis (CA) suggests consulting with the FCC Monitoring Officer in

addition – to clear up any doubts on the validity of the reporting of business being transacted at County level. The Town Mayor directed that the matter now be deferred until the suggested actions are carried out to ensure it is proper to have reporting of relevant business being discussed at County level.

Resolved – to defer this agenda item until clarification and assurances have been obtained.

At the end of the Main Town Council meeting at 8.40pm Cllrs A Drury, L G Fox, C M Preece, E L Preece and D Rose left the Council Chamber and Cllr I D Howes disconnected his remote link.

CHAIR

**MINUTES of a MEETING
of the
GENERAL PURPOSES COMMITTEE
held in the
Council Chamber, BUCKLEY
on a hybrid basis
on
Tuesday 28th March 2023**

PRESENT

Councillor H D Hutchinson – in the Chair

Cllr C Cordery

Cllr C A Ellis

Cllr D Ellis*

Cllr E J Hutchinson

Cllr J S Jones

Cllr R B Jones

Cllr D Mackie

Cllr M J Peers

Cllr R L Stewart

Cllr A Woolley

*Joined remotely

IN ATTENDANCE

Mr S Jones – Locum Town Clerk and Responsible Financial Officer

Mrs T J Reece – Personal Assistant

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

18714- APOLOGIES

Apologies for absence and reasons were received and approved from Councillors V E Blondek (illness), I Peters (holiday) and L Rathbone.

18715- DECLARATIONS OF INTEREST

A Declaration of Interest was made in relation to Agenda item 4 – Town Events Organiser and Town Centre Support Provider's (Contractor) Monthly Report by Councillor A Woolley It was –

Resolved – that the Declaration of Interest was noted.

18716- MINUTES

Resolved – that the Minutes of the Meeting of the General Purposes Committee held on 28th February 2023, as now submitted, be signed by the Committee Chair.

18717- TOWN EVENTS ORGANISER AND TOWN CENTRE SUPPORT PROVIDER (CONTRACTOR) MONTHLY REPORT

The Committee received the monthly report from the Town Events Organiser and Town Centre Support Provider (the Contractor). It was –

Resolved – that the Town Events Organiser and Town Centre Support Provider’s report be received, noted and approved. In addition, it was suggested the Locum Clerk and Town Centre Support Provider discuss and bring forward ideas to better protect the Public Conveniences asset from vandalism and endeavour to keep the facility viable into the future.

18718 – ANTI SOCIAL BEHAVIOUR WORKING GROUP

Cllr Cordery gave a verbal update on a recent meeting of the ASB Working Group which was attended by representatives of the North Wales Policing Team. Topics covered were town CCTV, Sentiment of unease when out walking in the town after dark and calls for more visible Police presence – even car patrols to provide reassurance. Quarterly meetings are slated for this year and a draft terms of reference has been circulated to be agreed upon at the next meeting – 19th April 2023.

Resolved - that the oral report given by Cllr Cordery be received, noted and approved.

CHAIR

**MINUTES of a MEETING
of the
HIGHWAYS AND LEISURE COMMITTEE
held in the
Council Chamber, BUCKLEY
on a hybrid basis
on
Tuesday 28th March 2023**

PRESENT

Councillor D Ellis* – in the Chair

Cllr C Cordery
Cllr C A Ellis
Cllr D Ellis*
Cllr E J Hutchinson

Cllr J S Jones
Cllr R B Jones
Cllr D Mackie
Cllr M J Peers

Cllr R L Stewart
Cllr A Woolley

*Joined remotely

IN ATTENDANCE

Mr S Jones – Locum Town Clerk and Responsible Financial Officer
Mrs T J Reece – Personal Assistant
Mr A J White – Town Events Organiser & Town Centre Support
Provider (Contractor)

18719- APOLOGIES

Apologies for absence and reasons were received and approved from Councillors V E Blondek (illness), I Peters (holiday) and L Rathbone.

18720- DECLARATIONS OF INTEREST

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

Resolved – that no Declarations of Interest were noted.

18721- MINUTES

Resolved - that the minutes of the Meeting of the Highways and Leisure Committee held on 28th February 2023, as now submitted, be signed by the Committee Chair.

18722- SUMMER PLAYScheme 2023

The Committee were provided with further details of the costings regarding the snack packs for the Flintshire Summer Playscheme Programme for 2023.

Resolved – that the Locum Town Clerk's report together with the projected further overspend of £240.00 be received, noted and approved.

CHAIR

**MINUTES of a MEETING
of the
PLANNING COMMITTEE
held in the
Council Chamber, BUCKLEY
on a hybrid basis
on
Tuesday 28th March 2023**

PRESENT

Councillor M J Peers– in the Chair

Cllr C Cordery	Cllr H D Hutchinson	Cllr R L Stewart
Cllr C A Ellis	Cllr J S Jones	Cllr A Woolley
Cllr D Ellis*	Cllr R B Jones	
Cllr E J Hutchinson	Cllr D Mackie	

*Joined remotely

IN ATTENDANCE

Mr S Jones – Locum Town Clerk and Responsible Financial Officer
Mrs T J Reece – Personal Assistant
Mr A J White – Town Events Organiser & Town Centre Support Provider
(Contractor)

18723- APOLOGIES

Apologies for absence and reasons were received and approved from Councillors V E Blondek (illness), I Peters (holiday) and L Rathbone.

18724- DECLARATIONS OF INTEREST

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

Resolved – that no Declarations of Interest were noted.

18725- MINUTES

Resolved - that the Minutes of the Meeting of the Planning Committee held on 28th February 2023, as now submitted, be signed by the Committee Chair.

18726- 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 4(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 and proposed Development</u>	<u>Observations</u>
OUT/000148/23	8 Hillary Grove Outline application for the construction of one detached bungalow on land adjacent to 8 Hillary Grove	From the Design & Access Statement – point 8.1 the Committee felt stating “as land adjacent to 8 Hillary Grove” was misleading as the view was the land is belonging to the property – within it’s boundary. Impact on loss of amenity land from 8 Hillary Grove. No Parking provision – even for a retiree the use of a vehicle (likely to be non polluting going forward) would not be uncommon.
COU/000195/23	Bistre Methodist Chapel Spon Green Conversion of disused Chapel and change of use to form 8 residential units	No observations
FUL/000233/23	Gardenside Chester Road Proposed raising of workshop roof by 1800mm to allow maintenance of large vans, motorhomes etc on vehicle lifts. Addition of second access door to allow installation of new vehicle lift	Noting the comments of the Highways Control Manager, Members echo the issue of egress onto the A549 with larger vehicles. Impact on amenity of properties 31, 31a, 31b & 33 Chester Road.
RES/000237/23	Land adjacent to 8 Wyncroft Burntwood Road Application for approval of Reserved Matters following outline approval planning ref: 060504 Condition 1	No observations

(ii) With regard to Agenda item 4(b) the Committee noted 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 and proposed Development</u>	<u>Observations</u>
FUL/000159/23	100b, Holmlea, Mold Road Construction of a single garage within the boundary of the property	No observations

FUL/000183/23	Elm Cottages, Padeswood 10No. Storage container on existing commercial site	No observations
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18727- PLANNING APPEALS

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

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

CHAIR

**MINUTES of a MEETING
of the
FINANCE AND ECONOMIC
DEVELOPMENT COMMITTEE
held in the
Council Chamber, BUCKLEY
on a hybrid basis
on
Tuesday 28th March 2023**

PRESENT

Councillor A Woolley – in the Chair

Cllr C Cordery	Cllr H D Hutchinson	Cllr M J Peers
Cllr C A Ellis	Cllr J S Jones	Cllr R L Stewart
Cllr D Ellis*	Cllr R B Jones	
Cllr E J Hutchinson	Cllr D Mackie	

*Joined remotely

IN ATTENDANCE

Mr S Jones – Locum Town Clerk and Responsible Financial Officer
Mrs T J Reece – Personal Assistant

18728 - APOLOGIES

Apologies for absence and reasons were received and approved from Councillors V Blondek (illness), I Peters (holiday) and L Rathbone.

18729- DECLARATIONS OF INTEREST

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

Resolved – that no Declarations of Interest were noted.

18730- MINUTES

Resolved - that the minutes of the Meeting of the Finance and Economic Development Committee held on 28th February 2023, as now submitted, be signed by the Committee Chair.

18731- ACCOUNTS FOR PAYMENT

Resolved - (i) that the accounts numbered 12966 – 12996 (inclusive as detailed in the Schedule of Accounts Numbered 541 dated

28th March 2023 [copies of which had been distributed to all Members] and amounting in total to the sum of £30,536.26) be approved for payment and the Locum 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.

18732- FINANCIAL REGULATIONS

An update to reflect published Model Financial Regulations as recommended by the Internal Audit Report 2021/22 relating to Contracts (No 11) is proposed. In addition, an add on to financial policy and procedures concerning Supplier Account Set Up and Change Procedures.

Resolved to adopted the updated Financial Regulations and Supplier Account Set Up Procedures as presented with the limit for formal tender amended from £25000 to £20,000.

18733- INTERIM INTERNAL AUDIT REPORT 2022/23

The Annual Interim Internal Audit has been conducted by JDH Business Services Ltd. The published report is now presented for approval.

Resolved - to receive, note and approve the Interim Internal Auditor report 2022/23.

18734- KING CHARLES III CORONATION – COMMEMORATIVE COINS

To approve the purchase of commemorative coins to be presented to children attending all four Buckley Primary schools and Elfed Secondary school. In addition participants at the Fun Day (as a thank you, e.g. Classic Car owners attending) will also be presented with a coin.

Members who spoke on this gave their full support.

Resolved - to approve the purchase of 2,000 commemorative coins at a cost of £2,300.00 and if there is any surplus they can be offered for sale to the public.

18735 – EXCLUSION OF THE PRESS AND PUBLIC

The Committee was advised that the following Agenda items should be regarded as confidential in relation to financial matters and it was therefore –

Resolved – that in view of the confidential financial nature of the business about to be transacted it was advisable in the public interest that the public and press be temporarily excluded and they were instructed to withdraw.

18736- CONTRACT FOR THE PROVISION OF A TOWN EVENTS ORGANISER AND A TOWN CENTRE SUPPORT PROVIDER

The Locum Clerk explained that the contract period of three years is due to end on 31st March 2023 with an option of a one year extension. It is suggested to members that we take the extension option to allow for a new selection process to be undertaken ahead of awarding from 1st April 2024. Additionally the inflation uplift of rates has not been administered to Year 2 and 3 and this has now been carried out resulting in a catch up amount of £438.43 being invoiced this month. Running on to Year 4, if approved, the inflation uplift is 10.5% being the December 2022 CPI figure.

Resolved - to approve the extension of the contract by another 12 months and work on re-tendering to begin soonest – in time to award from 1st April 2024.

18737- CONTRACT FOR THE PROVISION OF CONTRACT CLEANING FOR THE COUNCIL BUILDINGS AND PUBLIC CONVENIENCES

The Locum Clerk explained that the contract period of three years is due to end on 31st March 2023 with an option of a one year extension. It is suggested to members that we take the extension option to allow for a new selection process to be undertaken ahead of awarding from 1st April 2024. Additionally the inflation uplift of rates has not been administered to Year 2 and 3 and this has now been carried out resulting in a catch up amount of £820.80 being invoiced this month. Running on to Year 4, if approved, the inflation uplift is 10.5% being the December 2022 CPI figure. The Locum Clerk then provided additional input from discussions with ACS Ltd specifically about higher costs they are currently absorbing on chemical supplies. The Director suggested a figure which is approximately 40% above the contracted daily rate for 2023/24 – Year 4. A suggestion from the floor was to separate out the cost of materials and perhaps bring forward for approval an extraordinary payment for chemical purchases. The contracted daily rate will be uplifted by 10.5% and consideration on extraordinary payment will be presented soonest – assuming ACS Ltd concur.

Resolved - to approve the extension of the contract by another 12 months and work on re-tendering to begin soonest – in time to award from 1st April 2024. The Locum Clerk to meet the Director of ACS Ltd to come forward with a proposal over an extraordinary payment to reflect the higher cost of materials used for servicing the Public Conveniences.

CHAIR

SUMMARY OF DECLARATIONS MADE BY MEMBERS
IN ACCORDANCE WITH BUCKLEY TOWN COUNCIL'S
CODE OF CONDUCT

BUCKLEY TOWN COUNCIL

28th March 2023

MEMBER	ITEM	PERSONAL	PREJUDICIAL	MIN. NO. REFERS
Cllr C M Preece	Buckley Town Council Meeting Agenda item 11 Oral Report from Unitary Ward Members County Councillor – Code of Conduct Part 7 Councillor Preece left the room	*	*	18713
Cllr D Rose	Buckley Town Council Meeting Agenda item 11 Oral Report from Unitary Ward Members County Councillor – Code of Conduct Part 7 Councillor Rose left the room	*	*	18713
Cllr A Woolley	General Purposes Committee Agenda item 4 Town Events Organiser and Town Centre Support Provider's (Contractor) Monthly Report Chairman of Flintshire Scouts District Executive Committee	*		18717