

Buckley Town Council

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Cyngor Tref Bwcle

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Our Ref/Ein Cyf
MBW/LG/TJR

Your Ref/Eich Cyf

Date/Dyddiad
16th March 2016

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 March 2016 commencing at 7pm. Meetings of the Standing Committees will be held in the order below:-

Highways and Leisure

General Purposes

Planning

Finance and Economic Development

Yours sincerely,

A handwritten signature in black ink, appearing to read 'M Wright', written over a horizontal line.

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 the Meeting of the Town Council held on 23rd February 2016 (5938 – 5940).

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 23rd February 2016.

	<u>Committee</u>	<u>Page Nos.</u>
(i)	Finance and Economic Development	5941 – 5944
(ii)	Highways and Leisure	5945 – 5946
(iii)	General Purposes	5947 – 5951
(iv)	Planning	5952 – 5955

7. CODE OF CONDUCT

The Welsh Assembly Government has advised that the Model Code of Conduct, which was approved and accepted by this Council on 27th January 2015, has been amended under the Local Authorities (Model Code of Conduct) (Wales) (Amendment) Order 2016. The Order comes into effect on 1st April 2016. The Model Code of Conduct as provided by the Welsh Assembly Government is written for the benefit of the relevant Authorities to whom it applies, but does not itself have any legal standing. However, it is believed to be a true and accurate representation of the law as at 1st April 2016. No assurance is given that it is in fact a true representation of the law.

Enclosed with this Agenda item is a revised copy of the Code of Conduct for Buckley Town Council, which takes into account the amendments suggested by the Welsh Assembly Government. Those amendments are listed below:-

PART 1 - INTERPRETATION

1. Page 1 – now includes reference to a Registered Society.
2. Page 2 – the original entry on page 1 headed 1.(2) has now been deleted and the original 1.(3) on page 1 has become 1.(2) on page 2 of the revised Code.

PART 2 – GENERAL PROVISIONS

3. Page 3 – of the original Code under 6.(1)(c) required Members to report to the Public Services Ombudsman and to your Authority's Monitoring Officer any conduct by another Member which you reasonably believe breaches the Code of Conduct. In the revised Code as enclosed, reference to the requirement for Members to report to the Public Services Ombudsman has been deleted.

PART 3 – INTERESTS – PERSONAL INTERESTS

4. Under the original Code there was a paragraph on page 5 under the heading of 10.(2)(b), this has been removed to overcome unintended difficulties in the practical application of this paragraph in relation to participation in business relating to constituency interests. A Member participating in the consideration of a Ward matter is nonetheless under an obligation to act objectively in the wider public interest in accordance with paragraph 8. of the revised Code. In the revised Code the original paragraph 10.(2)(c) becomes paragraph 10.(2)(b) in the new Code.

PART 3 - PERSONAL INTERESTS – DISCLOSURE OF PERSONAL INTERESTS

5. Page 7 of the new Code – included in 11.(4) is the requirement to notify the Town Council's Proper Officer instead of the Authority's Monitoring Officer.
6. Page 9 of the new Code – included in 12.(2)(iv) is the rewording required to take into account new legislation.

PART 3 – PERSONAL INTERESTS – PARTICIPATION IN RELATION TO DISCLOSED INTERESTS

7. This complete section has been reworded to follow the guidance issued by the Welsh Assembly Government.

The Council is recommended to receive and approve the revised Members' Code of Conduct and to advise Members that the revised Members' Code of Conduct is effective from 1st April 2016.

8. **APPOINTMENT OF TOWN MAYOR ELECT AND
DEPUTY TOWN MAYOR ELECT**

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 Council Meeting with the formal appointments being made at the Annual General Meeting ..." (minute 12640 refers).

The Council is therefore requested, unless any other nomination is forwarded, to appoint Councillor A Williams as the Town Mayor elect for 2016/17. The Council is also requested to receive nominations for the post of Deputy Town Mayor elect for 2016/17 and, if an election is required through more than one nomination being received, elect by vote the Deputy Town Mayor elect for 2016/17.

HIGHWAYS AND LEISURE COMMITTEE

22nd MARCH 2016

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 23rd February 2016.

4. BRIEF UPDATE ON STREETSCENE ACTIVITY IN BUCKLEY

The Flintshire County Council, Streetscene Supervisor for Buckley will provide a brief update on streetscene activity in Buckley.

The Committee is requested to receive the brief update provided by the Streetscene Supervisor.

**5. PRESENTATION - REVIEW OF FLINTSHIRE COUNTY COUNCIL'S
SUBSIDISED BUS ROUTES - TOWN AND COMMUNITY COUNCIL
VISITS – COMMUNITY TRANSPORT**

Members will recall that at the meeting of this Committee held on 22nd September 2015, correspondence was discussed between the Clerk and Flintshire County Council in respect of the County's Review of the Subsidised Bus Routes. Originally the Chief Officer (Streetscene and Transportation) had intended to make a presentation to this Committee upon the Review in October 2015. This date was however put back following discussions with the Cabinet Member and the Chief Officer is attending this meeting to discuss Community Transport.

The Committee is requested to receive and note the above report and to receive a presentation from the Chief Officer (Streetscene and Transportation), Flintshire County Council in respect of the title displayed at the head of this Agenda item.

**6. MINUTES OF A MEETING OF THE HIGHWAYS AND LEISURE
SUB-COMMITTEE HELD ON 8th MARCH 2016**

Enclosed with this Agenda item are the minutes of a meeting of the Highways and Leisure Sub-Committee held on 8th March 2016. Members are reminded that the Agenda when issued for the above meeting was marked as Strictly Private and Confidential. Those Members present are requested to approve the minutes as a correct record of the meeting and then the Committee is requested to receive and note the minutes.

Those Members present who attended the above Sub-Committee meeting are requested to approve the minutes as a correct record and upon this being completed, the Committee is requested to receive and note the above minutes.

7. OPENING AND CLOSING OF CORONATION GARDENS

Members will recall that at the meeting of the Finance and Economic Development Committee held on 27th October 2015, it was resolved, with regard to the above that "... Coronation Gardens be closed to the public from 1st November 2015 reopening on 1st March 2016" (minute 15882 refers). This was actioned.

However, in late 2015, an offer was made to the Mayor and Clerk from a resident who lives close to the Gardens that he would open and close the Gardens up to 29th February 2016 with the situation being reviewed at 29th February 2016, free of charge, as he stated that a number of people used the Gardens during the winter period. The Clerk met with the gentleman concerned and agreed that his offer should be taken up, at no cost to the Town Council, but achieving a benefit to the community. The gentleman commenced opening and closing the Gardens on 14th December 2015. However, on 17th February 2016, the gentleman advised the Clerk that for personal reasons he was no longer prepared to undertake the opening and closing of the Gardens with immediate effect. The Clerk responded on the 18th February 2016 accepting the gentleman's decision and advising him of the Clerk's personal gratitude for what he had done and advising him that his volunteering would be placed on this Agenda for the Town Council to place its thanks to him.

Coronation Gardens are now being opened and closed by the original contractor.

The Committee is requested to receive and note the above report and to formally place its thanks to Mr Gareth Hughes for opening and closing Coronation Gardens, free of charge, from 14th December 2015 to 17th February 2016.

8. ITEM TABLED FOR MEMBERS' PERSUAL

The following item is tabled for Members' perusal:-

1. Play Wales – Issue 46 – Spring 2016

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

GENERAL PURPOSES COMMITTEE

22nd MARCH 2016

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 23rd February 2016.

4. BUCKLEY PCSO UPDATE

Enclosed with this Agenda item is the North Wales Police update for the Buckley area from 9th February 2016 to 8th March 2016. The update provides an analysis of the types of incidents that have occurred during the above period. Members will note that the statistics provided are analysed into the four Wards of the town.

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

5. TOWN CENTRE MANAGER'S MONTHLY REPORT

Enclosed with this Agenda item is the monthly report presented by the Town Centre Manager with regard to the vitality of the town centre and its retail/commercial outlets.

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

6. CLOSURE OF BARCLAYS BANK BRANCH IN BUCKLEY

Members will recall that at the meeting of this Committee held on 23rd February 2016, the above was discussed as was an email from Barclays Bank in relation to the closure. The email from Barclays Bank asked two specific questions relating to the closure. It was resolved that the Clerk should be instructed to respond to the questions (minute 16045 refers). As a result of the above the Clerk forwarded an email to Barclays Bank on 24th February 2016 and received a reply via email on 3rd March 2016. Copies of the original email from Barclays Bank, the Clerk's email of 24th February 2016 and the response of 3rd March 2016 are enclosed.

The response from Barclays Bank offers responses to the answers given by the Clerk to the questions raised. With the exception of an offer by the Bank to purchase a small computer to provide banking access, the computer to be sited where most appropriate Wi-Fi access is available, the remainder of the response does not provide any potential for the Branch remaining open.

The Committee is requested to receive and note the above report and enclosed correspondence and to decide whether or not it wishes to discuss the matter further with Barclays Bank and whether or not it wishes the Clerk to pursue the potential of a computer to be provided by Barclays Bank, if it does so, where would it wish the computer to be sited?

7. BUCKLEY HOUSEHOLD RECYLCING CENTRE

Members will recall that at the meeting of this Committee held on 23rd February 2016, it was resolved, with regard to the above, that "... in the matter of the potential closure of three of the six household recycling centres, [eleven] questions should be put before the Chief Officer (Streetscene and Transportation), Flintshire County Council in relation to all the current household recycling centres in the County" (minute 16048 refers).

As a result of the above, the Clerk forwarded an email to the Chief Officer (Streetscene and Transportation) on 24th February 2016 (copy email enclosed). The Chief Officer responded on 8th March 2016 stating that the Town Council will be provided with the opportunity to provide their comments on any proposals the County Council may come forward with and that once the work has been completed, the Town Council will receive a copy of the information produced (copy response enclosed).

The Committee is requested to receive and note the above report and enclosed correspondence and be advised that the Clerk will provide further information on the matter upon it being received from Flintshire County Council.

8. FLINTSHIRE COUNTY COUNCIL'S CCTV INCIDENT STATISTICS FOR BUCKLEY FOR THE PERIOD 1ST APRIL – 31ST DECEMBER 2015

Enclosed with this Agenda item is a spreadsheet of the incidents identified through the fixed CCTV system in Buckley for the period 1st April 2015 to 31st December 2015.

Members are requested to note that the number of incidents in the period totalled 290. In the period the number of General Observations and Footage Reviews was 148 (51.03% of the total).

Also enclosed with this Agenda item is the bar chart graph showing the usage count by camera in Buckley for the same period.

The Committee is requested to receive and note the report, spreadsheet and bar chart graph.

9. DOG FOULING

Enclosed with this Agenda item is a letter from Flintshire County Council dated 10th March 2016, the letter requests the views of the Council in relation to the Task and Finish Group that has been set up to gather further evidence with regard to dog fouling. The letter includes a brief description of the project taken from the Barking and Dagenham website.

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 at this time and if so what those comments are.

10. USAGE OF THE "CASH OFFICE" OFFICES

Members will recall that when the Budget was approved for 2016/17, no account was taken for income achieved from leasing out the vacated Cash Office offices on the ground floor of the Council office building, previously leased by Flintshire County Council. Also included in the Budget expenditure for Council Building and Maintenance was £2,000.00 potential work to adapt the offices for Town Council use and the refurbishment of the ex Domestic Abuse Safety Unit room.

Apart from leasing the Cash Office offices to Flintshire County Council, it would be difficult to envisage leasing out the rooms to any other organisation as the rooms have direct access to the office and Chamber area of the Town Council. With the Town Council's increasing diversity of work, the storage for the Town Council is becoming overcrowded. It was therefore envisaged in the Budget that the Town Council would utilise the two offices thereby increasing the working space for the staff. The notes to the Budget clarified that situation. Substantial works have been carried out to the offices at Flintshire County Council's expense to reinstate the offices to their original condition. The only expenditure incurred by the Town Council will be £148.00 which is the difference between sanding and sealing the wood block floor in the rear office as compared to carpeting it. The Budgetary provision of £2,000.00 is designed to accommodate the work required to move workstations from one office to another.

The Committee is requested to receive and note the above report and to acknowledge that the Council was informed and approved, at the Budget setting stage, the future usage of the offices and to confirm that the working arrangements for the staff can now be adjusted to take into account the additional space.

11. ITEM TABLED FOR MEMBERS' PERUSAL

The following item is tabled for Members' perusal:-

1. Kidney Wales Foundation - Walk for Life – Sunday 24th April 2016 – Supporting Families across Wales affected by Kidney Disease and Renal Failure.

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

PLANNING COMMITTEE

22nd MARCH 2016

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 23rd February 2016.

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 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.

5. PLANNING APPLICATIONS

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>
054536	Flintshire Waste Management Ewloe Barns Industrial Estate Thorncliffe Building Supplies Ltd Application for the variation of condition No 10 (Extension to working hours) & Condition No 26 (Increase height of stockpiles) attached to planning permission 052359	No observations

054898	Land side of Haulfryn, Bannel Lane Mr Basil Whitley Application for approval of reserved matters following outline approval (049927)	No observations
054902	Drury Primary School, Beech Road, Drury Mr Mark Biltcliffe Erection of eco-friendly unit to replace existing temporary cabins	No observations
054935	Mill House, Mill Lane Mr R Kelly Conversion of dwelling to 6no. flats	No observations

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.

FINANCE AND ECONOMIC DEVELOPMENT COMMITTEE

22nd MARCH 2016

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 23rd February 2016.

4. ACCOUNTS FOR PAYMENT

The Committee is requested to approve for payment the accounts of the Council for the month of March 2016 (copy enclosed). If necessary a Supplementary Schedule will be provided prior to the meeting. The Committee is also requested to note that the Cash Book will remain open until 31st March 2016 for the recording of transactions between the date of the meeting and the end of the Financial Year. The Clerk will report any such transactions undertaken at the meeting of this Committee due to be held on 26th April 2016.

5. BANK RECONCILIATIONS

Enclosed with this Agenda item is a copy of the Bank Reconciliation for the two Bank Accounts and one High Interest Deposit Account administered by this Town Council for the period ended 29th February 2016.

The Committee is requested to receive, note and approve the Bank Reconciliation for the period ended 29th February 2016.

6. FINANCIAL ASSISTANCE - WELSH BORDER COMMUNITY TRANSPORT

Members will recall that when the Budget for 2016/17 was set at the January meeting of the Council, a provision was approved in the Financial Assistance to Organisations (Outside the Annual Round) Budget Head in the sum of £5,505.00 for a financial contribution to Welsh Border Community Transport. Enclosed with this Agenda item is a letter dated 12th October 2015 highlighting the basis of the request from Welsh Border Community Transport.

The Committee is reminded that by approving the above payment, Buckley residents who use the service provided by the Charity are not charged for journeys within Flintshire.

The Committee is requested to receive and note the above report and enclosed correspondence and to approve the payment in April to Welsh Border Community Transport of £5,505.00 as financial assistance to the organisation.

7. INDEPENDENT REMUNERATION PANEL FOR WALES - ANNUAL REPORT

Enclosed with this Agenda item is a covering email enclosing the relevant areas of the Annual Report from the Independent Remuneration Panel for Wales. Members will note that on page 38 of the Report, it states under Determination 46 that "Community and Town Councils are authorised to make a payment to each of their Members of a maximum amount of £100.00 per year for costs incurred in respect of telephone usage, information technology, consumables etc". Members are asked to note that no provision exists in the Budget for 2016/17 for such expenditure. The remainder of the Report relating to Town and Community Councils is self explanatory.

The Committee is also requested to note that this Town Council provides an Annual Return to the Independent Remuneration Panel for all expenses paid to Members of this Town Council. The Return is also publicised on the Council website. This complies with paragraph 10.10 on page 41 of the Report.

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

8. JAPANESE YOUTH EXCHANGE TRUST

Enclosed with this Agenda item is a covering email enclosing a letter dated 24th February 2016 from the new Flintshire Optec Japanese Youth Exchange Co-ordinator. The letter requests consideration by the Town Council to providing financial assistance in relation to the Exchange visits. In the past the Town Council has provided £200.00 towards the Exchange. One of the students involved in the Exchange this year comes from Buckley. Also enclosed is a further covering email enclosing a letter dated 5th March 2016, again from the Co-ordinator. This second letter requests whether or not the Town Council would be available to host any events or activities for the Japanese students during their visit. The Exchange takes place for the Japanese students to come to this country from 28th July 2016 to 9th August 2016.

The Committee is requested to receive and note the above report and enclosed correspondence and to decide whether or not to provide a donation to the Japanese Youth Exchange and also whether or not the Council could host any events or activities for the students.

9. OFFICE ACCOMMODATION FOR THE OLD BUCKLEY BATHS COMMUNITY HALL LTD (OBBCH)

The Clerk, together with two independent witnesses, as required by the OBBCH Directors letter of Dispensation provided by Flintshire County Council's Standards Committee, has held two meetings with the Directors of the OBBCH, the latest one centred around the office accommodation requirements for the OBBCH.

The Clerk showed the Directors the now vacated office on the first floor, which was felt would not encourage people to visit the project office. The Directors were then shown the left hand office on the ground floor of the Old Library building and it was agreed that the office would lend itself to being a project office as well as being able to provide ancillary activities/services which would hopefully attract volunteers to the Old Baths building project. The other attraction of the office, to the Directors of the Company, was that it is situated in the entrance area to the Old Baths building itself. The Clerk advised the Directors that he would not be prepared to recommend a rental of less than £50.00 per week. This figure was based on the previous rental received from Barnardo's who occupied both offices on the ground floor (left and right) and paid a rental of £5,625.00 per annum.

A straight calculation of half the rental would not be reasonable as the right hand office is somewhat larger than the left hand office. The Company would also be responsible for the rates, water charges and a heat and light re-charge (the heat and light re-charge would be consistent with approximately 50% of that which was charged to Barnardo's).

The method of financing the arrangements could be that the OBBCH would apply for financial assistance to the Town Council in order to pay the rent, rates, water and heat and light re-charge, if approved the Town Council would forward the monies to OBBCH out of the Specific Reserve set up to support the project. The Company would then receive invoices for the various recharges and upon payment, the monies would be paid into the General Reserve of the Town Council. Alternative methods of financing the rental will be considered, the Clerk will report to Committee. The Directors of OBBCH were amenable to the recommendation made to them by the Clerk and look forward to the Committee considering the matter as well as the potential for OBBCH sub-letting the two small interview offices to other not for profit organisations under the terms of a lease.

The Directors of OBBCH also requested the Committee's consideration of the Company acknowledging the support it receives from Buckley Town Council.

The Committee is requested to receive and note the above report and if it wishes to approve the recommendation made by the Clerk in relation to the renting out of the left hand office on the ground floor of the Old Library building, to grant delegated authority to the Mayor and/or Chair of this Committee and the Clerk to arrange a one year lease for the offices and to sign on the Council's behalf so that the Company can commence using the offices as soon as possible. The Committee is also requested to decide whether or not it wishes the support it provides to OBBCH be acknowledged in some form.