

## Buckley Town Council

Council Offices, Buckley, Flintshire. CH7 2JB  
Telephone and Fax: 01244 544540  
www.buckleytc.org.uk

Town Clerk and Financial Officer:  
Martin B. Wright CPFA AFA MAAT  
E mail: mbw@buckleytc.org.uk



## Cyngor Tref Bwcle

Swyddfa'r Cyngor, Bwcle, Sir y Fflint. CH7 2JB  
Rhif Ffôn a Ffacs: 01244 544540  
www.buckleytc.org.uk

Clerc y Dref a Swyddog Cyllid:  
Martin B. Wright CPFA AFA MAAT  
E bost: mbw@buckleytc.org.uk

Our Ref/Ein Cyf

MBW/LG/TJR

Your Ref/Eich Cyf

Date/Dyddiad

20<sup>th</sup> April 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 26<sup>th</sup> April 2016 commencing at 7pm. Meetings of the Standing Committees will be held in the order below:-

General Purposes

Finance and Economic Development

Highways and Leisure

Planning

Yours sincerely,

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

**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 22<sup>nd</sup> March 2016 (5956 – 5959).

## **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 22<sup>nd</sup> March 2016.

	<b><u>Committee</u></b>	<b><u>Page Nos.</u></b>
(i)	Highways and Leisure	5960 – 5964
(ii)	General Purposes	5965 – 5968
(iii)	Planning	5969 – 5971
(iv)	Finance and Economic Development	5972 – 5975

**GENERAL PURPOSES COMMITTEE**

**26<sup>th</sup> APRIL 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 22<sup>nd</sup> March 2016.

**4. PRESENTATION – LEONARD CHESHIRE DISABILITY**

Members will recall that at the meeting of this Committee held on 23<sup>rd</sup> February 2016, it was resolved to invite a representative of the above Charity to make a presentation to the Committee.

**The Committee is requested to welcome Ms Kimberley Edmunds, Volunteer Co-ordinator, Eithinog, Leonard Cheshire Disability and to receive a presentation on the Charity's activities.**

**5. BUCKLEY PCSO UPDATE**

Enclosed with this Agenda item is the North Wales Police update for the Buckley area from 9<sup>th</sup> March 2016 to 18<sup>th</sup> April 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.

Members will also recall that at the meeting of this Committee held on 22<sup>nd</sup> March 2016, it was resolved, with regard to the above, that "... the Clerk be instructed to communicate with North Wales Police to advise of the boundaries of the Wards and also to request whether or not the statistics could include the number of 101 calls during the period covered" (minute 16080 refers). As a result of the above the Clerk forwarded an email on 23<sup>rd</sup> March 2016 raising the queries and received a reply on 27<sup>th</sup> March 2016, both emails are enclosed for Members attention. The content of the response is self explanatory.

**The Committee is requested to receive and note the above statistical information and to decide whether or not it wishes to have included in the figures 'jobs' created on North Wales Police's system analysed in each Ward in each period.**

**6. 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.**

7. **AWARD OF MERIT**

Enclosed with this Agenda item is a request for consideration to be given to awarding the Council's Certificate of Merit to Mr Kenneth Lloyd of 21 Westbury Drive, Buckley. The reasons for the request are provided within the enclosed letter. There has also been a request for Mr Gareth Hughes, the gentleman who opened and closed Coronation Gardens between December 2015 and February 2016, free of charge, should also be recognised as providing a valuable service to the community and therefore should also receive the Council's Certificate of Merit.

It is recognised that a formal process was put in place to consider Certificates of Merit, this involves advertising the process, setting up a Working Group to consider any requests received after the closing date each year of 31<sup>st</sup> January. This process will be introduced during 2016/17 and formal Certificates will be awarded at future Annual General Meetings. The constitution of the Working Group will be considered at a future meeting of this Committee.

**The Committee is requested to receive and note the above report and to decide whether or not to present Mr Lloyd and Mr Hughes with a Certificate of Merit and if so, the Certificate of Merit would be awarded at the May (Adjourned) meeting of the Town Council.**

8. **CLOSURE OF BARCLAYS BANK BRANCH IN BUCKLEY**

Members will recall that at the meeting of this Committee held on 22<sup>nd</sup> March 2016, it was resolved, with regard to the above, that "... the Clerk be instructed to write to Barclays Bank requesting that a computer was purchased and that it be sited in the Flintshire Connects office within Buckley Library" (minute 16082 refers).

As a result of the above the Clerk emailed Barclays Bank on 23<sup>rd</sup> March 2016 advising it of the resolution above. Barclays Bank responded on 4<sup>th</sup> April 2016 stating that it would be happy for the computer to be located at Buckley Library, Flintshire Connects Section, if it was felt that this was to be the most appropriate location for maximum benefit to the local community. However, the email from Barclays Bank commences by referring to the Clerk's correspondence as being in relation to a donation from Barclays to acquire a computer for the local community. Barclays Bank also appears to believe that the computer should be acquired, subject to a maximum of £500.00 and Barclays Bank would reimburse the purchasing body for the computer (copy email correspondence enclosed).

When originally discussed, the Committee may have felt that the offer of the computer was to allow internet banking for Barclays Bank. This does not appear to be the rationale behind Barclays' offer.

**The Committee is requested to receive and note the above report and to decide whether or not it wishes to continue with the purchase of a computer, ultimately being donated by Barclays Bank.**

9. **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 1<sup>st</sup> January 2016 to 31<sup>st</sup> March 2016.

Members will note that there were 54 clients seen of which 46 came from Buckley.

**The Committee is requested to receive and note the above report and enclosed statistical information and be advised that the statistics have been forwarded to Hawarden and Higher Kinnerton Community Councils.**

**10. FLINTSHIRE LOCAL DEVELOPMENT PLAN**

Enclosed with this Agenda item is a copy of a letter from Flintshire County Council headed 'Flintshire Local Development Plan – Key Messages: Setting the future direction for the Plan – Tell us what you think'. Members will recall that a copy of the letter and the document itself was forwarded to them week commencing 11<sup>th</sup> April 2016.

Flintshire County Council would also welcome comments from the Town Council as a Corporate Body and the Committee is therefore requested to consider whether or not it wishes to send its own response.

**The Committee is requested to receive and note the above report and enclosed correspondence and to decide whether or not it wishes to forward any comments on the above document and if so, what those comments should be.**

**11. CONSULTATION ON WASTE COLLECTION, HOUSEHOLD RECYCLING CENTRE AND BRING SITE POLICY**

Enclosed with this Agenda item is an email from Flintshire County Council which attaches a copy of a questionnaire in relation to a survey being conducted by the County Council into the above.

Members will recall that the email and hard copy of the survey questionnaire were forwarded to them on 8<sup>th</sup> April 2016, stating that each Member may wish to complete the survey as an individual. Members will also recall that as part of the content of the email from Flintshire County Council, the collective view of the Town Council was also sought. The Clerk has, therefore, completed a hard copy of the survey questionnaire in draft for the Committee's approval for it to be forwarded to Flintshire County Council.

**The Committee is requested to receive and note the above report and enclosed correspondence and to either approve the Clerk's draft completion of the survey questionnaire or to approve an amended version of the survey questionnaire for forwarding to Flintshire County Council.**

**12. WASTE CONSULTATION SURVEY – FLINTSHIRE COUNTY COUNCIL**

Enclosed with this Agenda item is a covering email from Flintshire County Council, Streetscene and Transportation, which attaches a Waste Consultation Survey. Members will recall that a copy of the email and the survey questionnaire were forwarded to them in week commencing 11<sup>th</sup> April 2016.

Members will note that the questionnaire requires more of a personal response than a corporate response, however, Flintshire County Council has requested that the Town Council forwards a completed questionnaire after this meeting. The Clerk has, therefore, completed the questionnaire in draft and seeks the Committee's approval for his completed questionnaire to be forwarded to Flintshire County Council.

**The Committee is requested to receive and note the above report and enclosed correspondence and questionnaire and to decide whether or not it wishes to approve the Clerk's draft completed questionnaire or an amended version of it to be forwarded to Flintshire County Council.**

**13. ITEMS TABLED FOR MEMBERS' PERUSAL**

The following items are tabled for Members' perusal:-

1. Wrexham – Birkenhead Rail Users' Association – March 2016 Newsletter and Notice of General Meeting.
2. Flintshire Local Voluntary Council – Voluntary Voice Issue 01 – 2016.

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

**FINANCE AND ECONOMIC DEVELOPMENT COMMITTEE**

**26<sup>th</sup> APRIL 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 22<sup>nd</sup> March 2016.

**4. ACCOUNTS FOR PAYMENT**

The Committee is requested to approve for payment the accounts of the Council for the month of April 2016 (copy enclosed).

**5. CASH BOOK ADJUSTMENTS MADE AFTER MARCH 2016  
PAYMENT SCHEDULE**

Members will recall that at the meeting of this Committee held on 22<sup>nd</sup> March 2016, it was resolved that "... the Committee noted that the Cash Book would remain open until the end of March 2016 to record transactions between the date of the meeting and the end of the Financial Year, the Clerk would report the adjustment(s) at the April 2016 meeting" (minute 16097 refers).

The following adjustments were made in the Cash Book following the March 2016 meeting:-

Payments - No payments were made after the revised schedule was approved for March 2016.

Receipts - Two receipts were received and recorded, £5.00 for the hire of the Chalet and £2,568.88 for the recharge to Mason Owen for the maintenance of the CCTV cameras in the Precinct.

The above items have been taken into account in the Final Accounts for the year 2016/17.

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

**6. BANK RECONCILIATION**

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 31<sup>st</sup> March 2016. Members will note that on this occasion, the

Bank Reconciliation as presented will form part of the Annual Financial Accounts, which are presented to Committee later in these Agenda papers.

**The Committee is requested to receive, note and approve the Bank Reconciliation for the period ended 31<sup>st</sup> March 2016.**

**7. PETTY CASH EXPENDITURE**

Enclosed with this Agenda item is the Petty Cash Account as at the end of March 2016 for the 2015/16 Financial Year to 31<sup>st</sup> March 2016. Members will note that on this occasion, the Petty Cash Account as presented will form part of the Annual Financial Accounts, which are presented to Committee later in these Agenda papers.

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

**8. FINANCIAL ACCOUNTS FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2016**

Enclosed with this Agenda item are the out-turn figures for the financial accounts of Buckley Town Council for the year ended 31<sup>st</sup> March 2016. Included with the Summarised Income and Expenditure Account there is a detailed Income and Expenditure Account, the Local Government Act 1972 Section 137 Expenditure and the Statutory Powers used for other expenditure. There is also a Balance Sheet, Bank Reconciliation, Supporting Notes, Responses to the Internal Auditor's Annual Interim Audit Report for 2015/16, Analysis of Petty Cash, Analysis of Significant Variances between Budget and Actual Figures for the year end 31<sup>st</sup> March 2016 and a Detailed Variance Analysis between the Income and Expenditure of 2014/15 and 2015/16.

The Clerk will provide a detailed verbal report upon the Accounts if required.

The Committee is advised that the Internal Audit of the Final Accounts will be conducted on 27<sup>th</sup> April 2016 and the Internal Audit report, together with responses, will be placed before it at its meeting due to be held on 24<sup>th</sup> May 2016, when the Annual Return will be presented for approval.

**The Committee is requested to receive, note and approve the Final Accounts as presented for the Financial Year 2015/16 and to authorise the Chair of the Committee to sign the Accounts.**

**9. TOWN AND COMMUNITY COUNCILS SUMMER PLAYScheme PROGRAMME 2016**

Members will recall that at the meeting of this Committee held on 24<sup>th</sup> November 2015, it was resolved to place a Budgetary provision for 2016/17 of £6,181.00 for the above. The figure was based on the potential, as advised by Flintshire County Council, that there would be a complete lack of grant under the Families First Programme for 2016/17 (minute 15933 refers). The above figure was subsequently approved as part of the Budget setting programme for 2016/17.

Enclosed with this Agenda item is an email from Flintshire County Council enclosing a funding proposal in relation to the 2016/17 Playschemes. Members will note that the programme has been reduced by 7% as a result of funding stream reductions. The cost to the Town Council is £900.00 per location for a three week duration scheme, additional weeks can be purchased at a cost of £260.00 per week per location. With the



Budgetary provision as it currently stands the Council could afford four schemes for four weeks at a cost of £4,640.00, a saving of £1,541.00 against the Budget.

**The Committee is requested to receive and note the above report and enclosed correspondence and to approve a proposal for the Summer Playscheme Programme of four locations for four weeks at each location at a total cost of £4,640.00. The locations to be approved in due course.**

**10. POTENTIAL CLOSURE OF BUCKLEY FOOTBALL CLUB**

Members may be aware that recent press articles have indicated that the Buckley Town Football Club may not be able to continue in business beyond the end of this season. The Chairman of the Club, Mr Allan Botterell has written to the Mayor outlining the problems that the Club currently face, not only financially but also in volunteers. The Chairman's letter is enclosed for Members' attention.

**The Committee is requested to receive and note the above report and enclosed correspondence and to decide what action, if any, it wishes to take on the matter of the problems being encountered by Buckley Town Football Club.**

**HIGHWAYS AND LEISURE COMMITTEE**

**26<sup>th</sup> APRIL 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 22<sup>nd</sup> March 2016.

**4. MINUTES OF A MEETING OF THE HIGHWAYS AND LEISURE SUB-COMMITTEE HELD ON 21<sup>st</sup> MARCH 2016**

Enclosed with this Agenda item are the minutes of a meeting of the Highways and Leisure Sub-Committee held on 21<sup>st</sup> 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.

**5. ITEM TABLED FOR MEMBERS' PERUSAL**

The following item is tabled for Members' perusal:-

1. Play Wales e-bulletin April 2016.

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

**PLANNING COMMITTEE**

**26<sup>th</sup> APRIL 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 23<sup>rd</sup> 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.

<b><u>Plan No.</u></b>	<b><u>Location, Applicant and Proposed Development</u></b>	<b><u>Observations</u></b>
054525	Flintshire Waste Management, Ewloe Barns Industrial Estate, Mold Road, Ewloe Thorncliffe Building Supplies Notice under Article 12 Amendments to submitted application Application for approval of details reserved by Conditions No. 11,14,16,18,22,24,28,30. (Landscape, ecology, newt fencing, bio-security risk assessment, road surface, wheel washing and dust (052359)	No observations

054916	Williams Quality Cars, 129 Church Road Mr David Wolfe Demolition of existing car showrooms and service garage and erection of 8no.dwellings	No observations
055069	6 Megs Lane Mr Andrew Lambert Erection of detached garage	No observations
055082	Tudor House, Padeswood Road North Mr Graham Collins Change of use from shop to lounge	No observations
055096	Cross Keys Inn, Chester Road Mr Gwyn Roberts Change of use of 5no. apartments (amendment to previous permission ref: 50045 to make a total of 8no. apartments)	No observations
055099	Southdown CP School, Linderick Avenue Mrs D Chisholm erection of fencing, alterations to car parking area and internal footpaths	No observations save that Councillor C A Ellis fully supports the application
055185	45 Spon Green Mr & Mrs M Jones Variation of condition no.2 attached to planning permission ref: 048254 to allow further period of time for commencement of works	No observations
055200	Glenshee, Ewloe Place Mr and Mrs Darren Richards Demolition of existing single storey flat roof extension and erection of two-storey extension to side dwelling	No observations

## 6. DEMENTIA FRIENDLY PROVISIONS

Members will recall that at the meeting of this Committee held on 23<sup>rd</sup> February 2016 it was resolved, with regard to the above, that "... the Clerk be instructed to write to ... Officers in Flintshire County Council to seek advice as to whether or not planning regulations allow for consideration of the need for dementia friendly conditions on relevant planning applications" (minute 16503 refers). As a result of the above the Clerk forwarded an email to the Chief Officer (Planning and Environment) and the Chief Officer (Governance), Flintshire County Council. A response was received on 21<sup>st</sup> March 2016, which states "Currently we do not apply specific dementia friendly planning conditions when granting planning permissions, but the impact on all residents is a material consideration when assessing planning applications for development". The email concludes by stating "If you feel that my Portfolio can be of assistance in Buckley's move towards a dementia friendly town, I would be happy to discuss the matter further with you" (copy emails enclosed).

In a related matter, enclosed with this Agenda item is a copy of an article which appeared in the Flintshire Chronicle on 14<sup>th</sup> April 2016. The article confirms that Buckley, along with Flint, has been recognised by the Alzheimers Society as a dementia friendly community. The two towns are the first in North Wales to achieve the accreditation.

**The Committee is requested to receive and note the above report and to decide what action, if any, it wishes to take to further the matter.**

**7. 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.**