

## Buckley Town Council

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## Cyngor Tref Bwcle

Swyddfa'r Cyngor, Bwcle, Sir y Fflint. CH7 2JB  
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Clerc y Dref a Swyddog Cyllid:  
Martin B. Wright CPFA AFA MAAT  
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Our Ref/Ein Cyf

Your Ref/Eich Cyf

Date/Dyddiad

MBW/LG/TJR

18<sup>th</sup> May 2016

**To: All Members of the Council**

Dear Councillor,

I enclose Agenda papers for the Resumed Meeting of the Town Council and Meetings of the Standing Committees to be held in the Council Chamber, Buckley on Tuesday next, 24<sup>th</sup> May 2016 commencing at 7pm. Meetings of the Standing Committees will be held in the order below:-

Finance and Economic Development

Planning

General Purposes

Highways and Leisure

Yours sincerely,

**Town Clerk**

Enc

**FINANCE AND ECONOMIC DEVELOPMENT COMMITTEE**  
**24<sup>th</sup> MAY 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 26<sup>th</sup> April 2016.

**4. ACCOUNTS FOR PAYMENT**

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

**5. 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 30<sup>th</sup> April 2016.

The Committee is requested to receive, note and approve the Bank Reconciliation for the period ended 30<sup>th</sup> April 2016.

**6. INTERNAL AUDIT UPON THE FINANCIAL ACCOUNTS FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2016**

Members will be aware that the Internal Audit of the Council's Financial Affairs is conducted by J D H Public Sector Services. The Internal Audit is now conducted on two occasions during the financial year. The Interim Internal Audit looks at the standard of Internal Control within the Town Council and the results of that Audit were placed before the Finance and Economic Development Committee on 26<sup>th</sup> January 2016. The Final Account Internal Audit was conducted on 27<sup>th</sup> April 2016 and concentrated on the Financial Accounts of the Town Council. The Internal Audit Report of the Financial Accounts for year ended 31<sup>st</sup> March 2016 is enclosed. There was one matter arising from the Audit, that being that there is no formal reserves policy in place that establishes the level of general reserves the Council should aim to carry forward year on year. The Clerk will provide a formal reserves policy for approval at the June meeting of this Committee. The Internal Auditor has completed Section 4 of the Local Councils in Wales Annual Return for the year ended 31<sup>st</sup> March 2016.

The Committee is requested to note the completion of Section 4 of the Local Councils in Wales Annual Return for the year ended 31<sup>st</sup> March 2016 (see Agenda item 7 below) and to acknowledge receipt of the Internal Audit report of the Financial Accounts for the year end 31<sup>st</sup> March 2016 and that the Clerk will provide a formal reserves policy for approval by the Committee at its meeting due to be held on 28<sup>th</sup> June 2016.

**7. LOCAL COUNCILS IN WALES ANNUAL RETURN FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2016**

Enclosed with this Agenda item is the Annual Return for the year ended 31<sup>st</sup> March 2016, which requires submission to the External Auditor for them to report upon.

The figures on the Accounting Statements for 2015/16 are all extracted from the Final Accounts as detailed in Agenda item 8 on 26<sup>th</sup> April 2016, the figures being netted by the VAT element. With regard to the Annual Governance Statement (Parts 1 and 2), evidence will be provided to the External Auditor to substantiate the responses as listed. Members will also note that the Annual Internal Audit Report Section has been completed by J D H Public Sector Services.

**The Committee is requested to note that the Council/Board/Committee Approval and Certification Section of the Annual Return as placed before it requires approval for signature prior to the Annual Return being forwarded to the External Auditor. Approval is therefore sought for the Chair to sign the Approval and Certification Section of the Annual Return. The External Auditor's Report when received will be placed before the Committee.**

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

Members will recall that at the meeting of this Committee held on 26<sup>th</sup> April 2016 it was resolved, with regard to the above, that "... the Clerk's recommendation of four playschemes for four weeks at four different locations be approved and advised to Flintshire County Council" (minute 16135 refers).

As a result of the above the Clerk forwarded confirmation to Flintshire County Council which has made a recommendation to hold the four playschemes at Buckley Elfed High School (am), Buckley Higher Common (am), Buckley Mount Pleasant Play Area (pm) and Buckley Westwood CP School (pm).

**The Committee is requested to receive and note the above report and to approve the locations recommended by Flintshire County Council.**

**9. MINUTES OF A MEETING OF THE FINANCE AND ECONOMIC DEVELOPMENT SUB-COMMITTEE HELD ON 12<sup>th</sup> MAY 2016**

Enclosed with this Agenda item are the minutes of a meeting of the Finance and Economic Development Sub-Committee held on 12th May 2016. Members are reminded that the Agenda when issued for the above meeting was marked as all enclosed documentation to be treated in the strictest confidence. 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.**

**10. EXCLUSION OF THE PRESS AND PUBLIC**

**In view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be temporarily excluded and that they are instructed to withdraw.**

**PLANNING COMMITTEE**

**24<sup>th</sup> MAY 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 26<sup>th</sup> April 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**

(a) The Committee is requested to consider applications for planning consent which are listed below (copies enclosed).

<b><u>Plan No.</u></b>	<b><u>Location and Applicant</u></b>	<b><u>Proposed Development</u></b>
055243	13 Higher Common Road Mr K Eyre & Ms J Miller	Proposed replacement dwelling with detached garage
055244	10 Overleigh Drive Mr John Morrell	Erection of single storey side and rear extension to dwelling

055278	Brook Farm, Nant Mawr Road Mrs Sheila Barford	Renewal of outline planning permission ref: 055278 for residential development
055286	Land at Gardenside, Chester Road Mr Antony Beckett	Erection of 1no. dwelling and garage

Full details are available for perusal in the office and will be deposited in the Council Chamber from 6.30pm on the day of the Meeting.

**(b) The following applications were dealt with in consultation with local Ward Members in view of the time limit for observations.**

<u>Plan No.</u>	<u>Location, Applicant and Proposed Development</u>	<u>Observations</u>
055164	Hawkesbury Little Theatre, Mill Lane Ms Sue Guest Renewal of planning permission ref: 053243 for siting of a portacabin	No observations

**6. PERMIT APPLICATION FOR A LANDFILL FACILITY AT PARRYS QUARRY**

Enclosed with this Agenda item is a letter from Natural Resources Wales in relation to a permit application for a landfill facility at Parrys Quarry. Members will recall that the letter and enclosed application were forwarded to them on 10<sup>th</sup> May 2016.

**The Committee is requested to receive and note the above report and to decide whether or not it wishes to make comments upon the application.**

**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.**

**GENERAL PURPOSES COMMITTEE**

**24<sup>th</sup> MAY 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 26<sup>th</sup> April 2016.

**4. BUCKLEY PCSO UPDATE**

Enclosed with this Agenda item is the North Wales Police update for the Buckley area from 19<sup>th</sup> April 2016 to 11<sup>th</sup> May 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. BUCKLEY HOUSEHOLD RECYCLING CENTRE**

Members will recall that at the meeting of this Committee held on 26<sup>th</sup> April 2016 it was resolved, with regard to the above, that "... the draft completed questionnaire be approved for forwarding to Flintshire County Council and that a copy of the email of 24<sup>th</sup> February 2016 be sent with the completed questionnaire" (minute 16124 refers).

The Committee is reminded that the email of 24<sup>th</sup> February 2016 raised eleven questions of Flintshire County Council in relation to any potential review of the Household Recycling Centres in the County. No substantive response had been received to that email prior to the meeting of 26<sup>th</sup> April 2016.

A response has now been received via email with attachments purporting to answer the eleven questions raised. The email was forwarded to the Town Council on 10<sup>th</sup> May 2016. The email and its attachments are enclosed.

In the light of the announcement made at the Flintshire County Council's Scrutiny Committee held on 11<sup>th</sup> May 2016, that consideration will now be given to four super recycling sites, one of which would be Buckley.

**The Committee is requested to receive and note the above report and enclosed correspondence and to await further developments.**

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

The following item is tabled for Members' perusal:-

1. Centenary Fields Programme – Information leaflet and backing documents.

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



## HIGHWAYS AND LEISURE COMMITTEE

24<sup>th</sup> MAY 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 26<sup>th</sup> April 2016.

4. MINUTES OF A MEETING OF THE HIGHWAYS AND LEISURE  
SUB-COMMITTEE HELD ON 3<sup>rd</sup> MAY 2016

Enclosed with this Agenda item are the minutes of a meeting of the Highways and Leisure Sub-Committee held on 3<sup>rd</sup> May 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. EXPRESSION OF INTEREST – COMMUNITY TRANSPORT

Enclosed with this Agenda item is a covering email which encloses a number of slides, explanation spreadsheets and maps of bus routes, the email has come from Flintshire County Council.

Following the Workshops that were undertaken by the County Council on 26<sup>th</sup> April 2016, the County Council now wishes to take the next step forward in delivering a local public transport service and wishes to confirm the number of Community Councils who wish to be involved in proposed pilot schemes. The schemes will be introduced during the summer months. The schemes will require a number of neighbouring Community Councils to work together along with the staff from the County Council's Transportation Service to firstly identify local need and to develop a transport arrangement to deliver the Community Transport Service to meet that need within their own community. Members will note that expressions of interest require to be provided by Friday 3<sup>rd</sup> June 2016.

**The Committee is requested to receive and note the above report, the enclosed documentation and to decide whether or not it wishes to be part of a pilot scheme as outlined by Flintshire County Council.**

**6. COMMUNITY SPEED WATCH**

This item has been placed on the Agenda at the request of Councillor A Woolley. It relates to the introduction of a Community Speed Watch Scheme in Buckley, which would require an investment of approximately £210.00. Councillor Woolley will make a presentation in respect of the matter. The Committee is asked to note that the notation provided relates to both the Speed Detection Device(s) and a number of Community Speed Watch Signs. The request is for two of the Speed Detection Devices plus rechargeable batteries and charger and not for the signs.

**The Committee is requested to receive and note the above report and enclosed notation and to decide whether or not it wishes to become involved in the Community Speed Watch Scheme.**

**7. ROAD NAME FOR NEW DEVELOPMENT  
OFF KNOWLE LANE, BUCKLEY**

Enclosed with this Agenda item is an email from Flintshire County Council, which encloses a letter from the County Council and relevant plans in relation to the development of 20 new dwellings on land off Knowle Lane, Buckley. The developer has suggested three names for the development, those being: Mount Close, Mountain Close or Mountain Grove.

**The Committee is requested to receive and note the above report, enclosed correspondence and maps and to decide which, if any, of the above names it would prefer for the development.**