

Buckley Town Council

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Town Clerk and Financial Officer:
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Cyngor Tref Bwcle

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Our Ref/Ein Cyf

MBW/LG/TJR

Your Ref/Eich Cyf

Date/Dyddiad

18th January 2017

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 24th January 2017 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 blue 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 13th December 2016 (6102 – 6104).

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 13th December 2016.

	<u>Committee</u>	<u>Page Nos.</u>
(i)	Finance and Economic Development	6105 – 6106
(ii)	Highways and Leisure	6107 – 6108
(iii)	Planning	6109 – 6111
(iv)	General Purposes	6112 – 6113

7. ELECTION OF THE TOWN MAYOR AND DEPUTY TOWN MAYOR

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

The matter is included on the Agenda at this time in order that consideration may be given between now and the March meeting for nominations to be prepared for the post of Town Mayor elect and Deputy Town Mayor elect, subject to the nominees being re-elected in May 2017.

The Council is requested to receive and note the above report and to ensure that nominations are available for the posts of Town Mayor elect and Deputy Town Mayor elect for consideration at the meeting of the Council due to be held on 28th March 2017.

8. ADJOURNMENT OF THE MEETING

At this point the Mayor shall adjourn the meeting of the Council, to be reconvened after the Finance and Economic Development Committee to approve that Committee's recommendations for the approval of the 2017/18 Budget and the approval of the recommended Precept.

9. PRECEPT SETTING FOR 2017/18

The Council is requested to receive the recommendations of the Finance and Economic Development Committee and to approve the 2017/18 Budget as shown in the Draft Budget document presented to the Finance and Economic Development Committee or as amended by the Finance and Economic Development Committee. The Council is also requested to approve the recommended or amended Precept.

HIGHWAYS AND LEISURE COMMITTEE
24th JANUARY 2017

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 13th December 2016.

4. APPROVAL OF DRAFT BUDGET FOR 2017/18

Members are advised that enclosed with the Finance and Economic Development Committee Agenda is the Highways and Leisure Committee element of the Draft 2017/18 Budget.

The Committee is requested to receive its element of the Draft 2017/18 Budget and to either recommend the Draft Budget as it stands to the Finance and Economic Development Committee or to recommend an amended Draft Budget to the Finance and Economic Development Committee. Members are advised that any increase recommended in the Draft Budget for the Committee will, unless reductions of the same value are recommended for the General Purposes Committee and/or the Finance and Economic Development Committee, impact upon the level of increase in the Precept for 2017/18.

5. FREE PARKING FOR DECEMBER 2016 IN BUCKLEY

Members will recall that the Town Council agreed a last minute arrangement with Flintshire County Council whereby the Town Council paid the sum of £5,600.63 in order for the car parks in Buckley to be free for users during the month of December 2016.

Feedback from traders and the public has been positive with increased footfalls recorded. The Town Centre Manager will provide further details, if required.

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

6. CAR PARKING IN FLINTSHIRE

Members will recall that at the September 2016 meeting of this Committee it was resolved that "... the Clerk be instructed to communicate with Flintshire County Council and ask the following further questions in relation to car parking charges:-

1. As requested you provided the number of Penalty Notices issued for each town where parking charges apply. However, a significant number of Penalty Notices were issued On Street. Yet you do not provide an analysis of which towns the On Street offences occurred. Could you please provide an analysis of the towns where the 166 Penalty Notices were issued in the three month period showing how many fines and income was generated from each town?

2. The Penalty Notices issued refer to the Caergwrle and Hawarden figures as being included with Buckley. Could you please explain why and provide an analysis which highlights the Buckley car parks only?
3. Would you also please advise of the income received over the three months for Penalty Notices issued and also how many fines remain unpaid?
4. With regard to the original indicative numbers of vehicles parking in the various car parks, the indicative numbers being created before car parking charges were introduced, could you please supply me with a copy of the figures taken during the exercise to create indicative numbers and indicate on which days the exercise was undertaken for Buckley car parks?" (minute 16322 refers).

As a result of the above the Clerk emailed the Chief Officer, Streetscene and Transportation, Flintshire County Council on 28th September 2016 with the above questions. A substantive response was received on 19th December 2016, which enclosed statistical data in relation to the questions. Unfortunately Flintshire County Council did not maintain records of when the car park usage surveys were conducted (copy emails and backing documents enclosed).

The Committee is requested to receive and note the above report and to decide what action, if any, it wishes to take on the matter, in the knowledge that the matter of car parking charges have been discussed at length over a prolonged period.

7. THE FLASH

Upon being provided with information from the Town Mayor, with regard to traffic accessing Nant Mawr Road from The Flash footpath as result of the gate at the bottom of The Flash being unlocked, the Clerk forwarded an email on 29th November 2016 to the Chief Officer (Streetscene and Transportation), Flintshire County Council to enquire whether or not both locking the gate and placing bollards would stop the above activity. A response was received from Mr Mark Middleton on the same date advising that he would be dealing with the matter in Mr Mark Edwards' absence and enquired where The Flash was. The Clerk rang Mr. Middleton on 30th November 2016 and upon further conversation confirmed that the photograph that Mr Middleton provided was in fact the specific location. As no further response was received from Flintshire County Council, a reminder email was forwarded by the Clerk on 20th December 2016. As the reminder elicited no response, a further reminder was forwarded on 13th January 2017. A response was received from Flintshire County Council on 13th January 2017, which stated that Mr Mark Edwards was now dealing with this and an update would be provided by Monday 16th January 2017. The update was provided on 17th January 2017 and states "We have spoken to Parks and Gardens and will be fitting a chain and lock to the gate, that will allow Parks staff and our own maintenance staff to gain access only". (copy correspondence enclosed).

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

8. ITEMS TABLED FOR MEMBERS' PERUSAL

The following items were tabled for Members' perusal:-

1. Play Wales Publications 2016.
2. Email from the Play Development Officer, Flintshire County Council – Report re: Flintshire Play Sufficiency Seminar held on 2nd November 2016.

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

GENERAL PURPOSES COMMITTEE
24th JANUARY 2017

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 13th December 2016.

4. APPROVAL OF DRAFT BUDGET FOR 2017/18

Members are advised that enclosed with the Finance and Economic Development Committee Agenda is the General Purposes Committee element of the Draft 2017/18 Budget.

The Committee is requested to receive its element of the Draft 2017/18 Budget and to either recommend the Draft Budget as it stands to the Finance and Economic Development Committee or to recommend an amended Draft Budget to the Finance and Economic Development Committee. Members are asked to note that if the Highways and Leisure Committee has recommended an alteration to its Draft Budget, this Committee may have to consider amendments if the Precept is to be retained at the recommended level. Members are also asked to note that any increase recommended in the Draft Budget for the Committee will, unless reductions of the same value are recommended for the Finance and Economic Development Committee, impact upon the level of increase in the Precept for 2017/18.

5. BUCKLEY PCSO UPDATE

Enclosed with this Agenda item is the North Wales Police update for the Buckley area from 3rd December 2016 to 14th January 2017. 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. As this Agenda item is discussed in an open forum, any reference to an individual or specific address has been deleted. This Agenda item has been distributed to the Buckley Library and the Press, following the issue of Agendas to Members.

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

6. TOWN CENTRE MANAGER'S MONTHLY REPORT

The Town Centre Manager will provide a verbal report this month.

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

7. REVIEW OF BURIAL PLOTS WITHIN BUCKLEY

Members will recall that at the meeting this Committee held in November 2016 it was resolved, with regard to the above, that "... the Clerk be instructed to write to all those Churches with burial grounds in Buckley and to Flintshire County Council in relation to the Municipal Cemetery to request the number of burial plots available at each site and also to request an estimation of the number of years the burial grounds would be available for new burials. Upon receipt of the information a meeting to be called to discuss the matter with an invitation to Flintshire County Council to attend the meeting" (minute 16401 refers).

As a result of the above the Clerk forwarded correspondence to each of the representative bodies, who have replied as follows:-

Flintshire County Council	40 spaces for new burials – approximately 8 years before cemetery reaches capacity.
St Matthew's Church	No new burial plots available, only open for burial in existing graves.
St John's United Reformed Church	10 vacant plots available upon application.
Bistre Emmanuel Church	Less than 50 plots for new burials, estimated 2 to 3 years before the Churchyard is full.

The Committee is requested to receive and note the above report and enclosed documentation and to decide what form of meeting it wishes to arrange and who should be invited to the meeting and which Members would represent the Council.

8. ROWLANDS PHARMACY OPENING HOURS

Upon being advised of the revised opening hours of the Rowlands Pharmacy in Brunswick Road, the closing times on Saturdays are now 3pm. At the request of the Mayor, the Clerk contacted Rowlands Pharmacy to find out whether or not the 3pm closing time could be reviewed, as anecdotal evidence suggested that a fair number of people used the Pharmacy after 3pm prior to the changed times. The Clerk contacted Rowlands Pharmacy via letter on 28th November 2016 and forwarded a reminder letter on 20th December 2016. Rowlands Pharmacy responded on 12th January 2017 and gave a detailed analysis of their new opening hours and how those hours compared to the NHS Core Contract (copies of correspondence enclosed).

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

9. ITEMS TABLED FOR MEMBERS' PERUSAL

The following items are tabled for Members' perusal:-

1. Flintshire Local Voluntary Council – Voluntary Voice – Issue 03 – 2016.
2. Citizens Advice Flintshire – Annual Report for 2015-2016.

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

PLANNING COMMITTEE
24th JANUARY 2017

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 13th December 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).

<u>Plan No.</u>	<u>Location and Applicant</u>	<u>Proposed Development</u>
056385	5 Brunswick Road Ms Jacqui Sheldon	Display of new fascia sign above the shop front, an internal rotary display unit located inside the shop window with A4 size illuminated displays of holiday offers

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>
056305	Land adjacent to Colros, 6 Ash View, Alltami Mr Roberts Demolition of existing outbuildings and erection of new detached bungalow	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.

7. ITEM TABLED FOR MEMBERS' PERUSAL

The following item was tabled for Members' perusal:-

1. Notes from the LDP Strategic Options Workshop meetings (please note that Buckley Town Council's response to Flintshire County Council's consultation was approved at the meeting of this Committee held on 13th December 2016 (minute 16441 refers).

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

FINANCE AND ECONOMIC DEVELOPMENT COMMITTEE
24th JANUARY 2017

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 13th December 2016.

4. MINUTES OF THE MEETING OF THE FINANCE SUB-COMMITTEE (GRANTS) HELD ON 11th JANUARY 2017

Enclosed with this Agenda item are the Minutes of the Finance Sub-Committee (Grants) meeting held on 11th January 2017. Those Members present at the Sub-Committee meeting are requested to approve the Minutes as a correct record.

Those Members who were present at the Sub-Committee meeting are requested to approve the Minutes as a correct record. The Committee is requested to receive and note the above report and approve the minutes of the Finance Sub-Committee (Grants) meeting held on 11th January 2017 and to acknowledge that the payments approved are included in the Payments Schedule below.

5. ACCOUNTS FOR PAYMENT

The Committee is requested to approve for payment the accounts of the Council for the month of January 2017 (copy enclosed).

6. 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 31st December 2016.

The Committee is requested to receive, note and approve the Bank Reconciliation for the period ended 31st December 2016.

7. PETTY CASH EXPENDITURE

Enclosed with this Agenda item is the Petty Cash Account as at the end of December 2016 for the Financial Year to 31st December 2016.

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

8. ANNUAL INTERIM INTERNAL AUDIT REPORT

The Annual Interim Internal Audit report has been conducted by JDH Business Systems. The report was forwarded to the Clerk by email on 6th January 2017. A copy of the Interim Internal Audit Report is enclosed with this Agenda item.

Members will note that the Internal Auditor has made no recommendations with regard to this year's Audit and states that "On the basis of the Internal Audit work carried out, which was limited to the tests indicated above, in our view the council's system of internal controls is in place, adequate for the purpose intended and effective ...".

The Committee is requested to receive and note the above report and enclosed Annual Interim Internal Audit report. The Committee is also requested to note that the Annual Interim Internal Audit will be included with the Annual Return and Year End Financial Accounts for 2016/17.

**9. OLD BUCKLEY BATHS COMMUNITY HALL LIMITED
STATEMENT OF RECHARGES FOR RATES, HEAT, LIGHT
AND INSURANCE**

Members will recall that as part of the Licence granted to the above Company, it would be liable for the above recharges. The liability is specified in the Licence and in the accompanying letter.

Enclosed with this Agenda item is a calculation of the electricity, gas, insurance and rates paid by the Town Council, but relating to the occupation of the left hand ground floor office of the Old Library Building. The total figure is £2,662.03.

The Committee is requested to receive and note the above report and enclosed calculation and to approve the transfer from the Specific Reserve held to support the Old Buckley Baths Community Hall Limited to the General Reserve.

10. ESTIMATES 2017/18

Members will recall that the Preliminary Draft Budget 2017/18 was presented to them at meetings held on 10th and 11th January 2017. All Members attending the meetings were provided with copies of the Preliminary Draft Budget and accompanying Notes beforehand. Members will note that as a result of the above meetings, it was generally accepted that the Preliminary Draft Budget should be amended to achieve a 3% increase on the Precept with certain adjustments being made to achieve that aim. Those adjustments included removing £4,000.00 from the Recharge to Flintshire County Council re: Free Parking in December 2017 Budget Head, removing £2,000.00 from the Office Furniture Budget Head and increasing the Play Leadership Scheme/Youth Programme Budget Head by £1,552.00. The shortfall between Total Income and Total Expenditure being accounted for by drawing £19,896.00 from the General Reserve. Members are also advised that the Welsh Assembly Government has now provided the calculator for the limit of expenditure allowed under Section 137(4) of the Local Government Act 1972. Members' attention is drawn to the third page of the A3 documents which now shows the approved calculator at £7.57 per elector. Therefore enclosed with this Agenda item is the Revised Preliminary Draft Budget, accompanying Notes and the Summarised Estimates for the year 2017/18. Members will therefore note that the required Precept under the Draft Budget is £301,443.00, which equals an increase over 2016/17 Precept of 3% with the Precept expressed as a cost per Band D property now equalling £45.40, an increase as compared to 2016/17 of £0.67 (0.5%). The Committee is therefore presented with the Draft Budget analysed as:-

- (a) The Summarised Draft Budget Financial Estimates for the year 2017/18.
- (b) This Committee's draft estimates.
- (c) The draft estimates of other Committees, as approved by those Committees at their meeting this evening.
- (d) The Draft Budget for 2017/18 together with Projected Actuals to 31st March 2017 including a spreadsheet showing that option 5 provides the required results.

The Committee is requested to receive and note the Draft Budget for 2017/18, together with the Projected Actuals to 31st March 2017, to discuss the above draft estimates (Budget) and to approve the above or other amended estimates (Budget). The Committee is also requested to agree the Council's Precept requirement for 2017/18.

At the conclusion of this Committee, the full Council will resume in order to make the Council Precept for 2017/18.