

## Buckley Town Council

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Town Clerk and Financial Officer:  
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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

MBW/LG/TJR

Your Ref/Eich Cyf

Date/Dyddiad

19<sup>th</sup> April 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 25<sup>th</sup> April 2017 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', 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 28<sup>th</sup> March 2017 (6150 – 6154).

## **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 28<sup>th</sup> March 2017.

	<b><u>Committee</u></b>	<b><u>Page Nos.</u></b>
(i)	Highways and Leisure	6155 – 6156
(ii)	General Purposes	6157 – 6159
(iii)	Planning	6160 – 6162
(iv)	Finance and Economic Development	6163 – 6165

**GENERAL PURPOSES COMMITTEE**  
**25<sup>th</sup> APRIL 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 28<sup>th</sup> March 2017.

**4. PRESENTATION BY POP UP PAY – AS – YOU – FEEL CAFÉ**

The Clerk and Town Centre Manager have recently had a meeting with the Co-ordinator of the Pop Up Pay As You Feel Café Charity. The Charity is seeking premises in Buckley to expand its operations. The Café, which is part of the Big Junk Food Project, receives food which is close to its sell by date from, particularly, Marks and Spencer's and Tesco. The food covers all ranges including fresh food. Both companies provide staff to support the project and also to act as volunteers. Initially the Charity requires premises in Buckley to stock and sell the produce. There is no selling price, each person gives what they wish for the produce they are provided with. The Clerk has discussed the matter with the Co-ordinator and stated that with the Council's approval, the old Domestic Abuse Safety Unit room and its adjoining storeroom would be provided for a cost of £100.00 per annum. The Co-ordinator is attending the meeting to provide a presentation giving more information on the Charity.

The Committee is requested to receive and note the above report, to receive the presentation from the Charity Co-ordinator and to approve the letting of the office as described above together with its storeroom, under licence to the Charity.

**5. BUCKLEY PCSO UPDATE**

Enclosed with this Agenda item is the North Wales Police update for the Buckley area from 14<sup>th</sup> March 2017 to 11<sup>th</sup> April 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**

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. REVIEW OF BURIAL PLOTS WITHIN BUCKLEY**

Members will recall that at the meeting of this Committee held on 24<sup>th</sup> January 2017, the Clerk reported that he had received replies from Flintshire County Council and the three Churches in Buckley with regard to his request for the number of burial plots available in each site and an estimation of the number of years the burial grounds would be available for new burials. The debate at the above meeting resolved that "... the matter of the burial availability in Buckley be deferred and the Clerk be instructed to contact Flintshire County Council to enquire as to the reasons why it originally declined the gift of the land at Bistre Church and whether or not the reasons remained pertinent to the present" (minute 16474 refers).

As a result of the above the Clerk forwarded an email to Flintshire County Council on 25<sup>th</sup> January 2017 and received a reply on 5<sup>th</sup> February 2017 stating that a review was required and once that had been undertaken a more thorough response would be received. The more thorough response came on 22<sup>nd</sup> March 2017 via an email which enclosed a letter from Mr Neil Cockerton. The content of the letter is self explanatory (copies of relevant correspondence enclosed).

**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.**

## **8. CERTIFICATE OF MERIT**

The Town Mayor has requested the following people to be considered for the Award of the Council's Certificate of Merit:-

1. The family of Mr Michael Davies who for many years was a chorister at Bistre Parish Church and an active member of the Church, who passed away in 2016.
2. Mrs Kathleen Jones of 40 Maxwell Close, Buckley, in recognition of the valuable service she has provided to Bistre Parish Church and the wider community, an example of which was the preparation of the meals for the children attending the Summer Playschemes for the four weeks of the schemes. The meals were provided every Friday.
3. Mrs Jennifer Jones of 46 Aberllanerch Drive, Buckley, for achieving 50 years service to the NHS. Mrs Jones was provided with a bouquet of flowers by the Mayor on behalf of the Council in 2016.

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. It is acknowledged that the above nominees and the two people already approved for a presentation of the Certificate of Merit have not gone through the proper process, however, in order to facilitate providing the Certificates of Merit (if approved) at the Annual General Meeting, a decision is required to be taken now.

The Committee is reminded that Messrs Michael Clark and Stephen Wright have already been approved for a Certificate of Merit for their actions in relation to a house fire in Buckley in 2016.

**The Committee is requested to receive and note the above report and to decide whether or not to present the family of Mr Michael Davies, Mrs Kathleen Jones and Mrs Jennifer Jones with a Certificate of Merit together with the two Certificates already approved and if so, the Certificates of Merit would be awarded at the May (Adjourned) meeting of the Town Council.**

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> October 2016 to 31<sup>st</sup> March 2017.

Members will note that there were 73 clients seen of which 59 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 Higher Kinnerton Community Councils.**

**FINANCE AND ECONOMIC DEVELOPMENT COMMITTEE**  
**25<sup>th</sup> APRIL 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 28<sup>th</sup> March 2017.

**4. ACCOUNTS FOR PAYMENT**

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

**5. CASH BOOK ADJUSTMENTS MADE AFTER MARCH 2017  
PAYMENT SCHEDULE**

Members will recall that at the meeting of this Committee held on 28<sup>th</sup> March 2017, it was resolved that "... the Committee noted that the Cash Book would remain open until the end of March 2017 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 2017 meeting" (minute 16097 refers).

No adjustments were made in the Cash Book for either payments or receipts following the March 2017 meeting:-

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

**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 31<sup>st</sup> March 2017. 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 2017.**

**7. PETTY CASH EXPENDITURE**

Enclosed with this Agenda item is the Petty Cash Account as at the end of March 2017 for the 2016/17 Financial Year to 31<sup>st</sup> March 2017. 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 2017**

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 2017. 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 2016/17, Analysis of Petty Cash, Analysis of Significant Variances between Budget and Actual Figures for the year end 31<sup>st</sup> March 2017 and a Detailed Variance Analysis between the Income and Expenditure of 2015/16 and 2016/17.

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 24<sup>th</sup> April 2017 and the Internal Audit report, together with responses, will be placed before it at its meeting due to be held on 23<sup>rd</sup> May 2017, 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 2016/17 and to authorise the Chair of the Committee to sign the Accounts.**

**9. FINANCIAL ASSISTANCE - WELSH BORDER COMMUNITY TRANSPORT**

Members will recall that at the meeting of this Committee held on 28<sup>th</sup> March 2017, although the financial contribution of £5,707.00 was confirmed for Welsh Border Community Transport, an audit was requested to ensure that the amount paid equalled the journeys each year.

As a result of the above the Clerk has produced a spreadsheet analysis for the years 2014/15 to 2016/17. The analysis shows the amount paid to Welsh Border Community Transport by the Council as against the number of journeys undertaken in each of the years by Buckley residents. The net result is a difference of £709.00 more paid than journeys undertaken.

**The Committee is requested to receive and note the above report and to decide whether or not it wishes to amend its resolution made on 28<sup>th</sup> March 2017 and to deduct £709.00 from the requested £5,707.00 or whether it wishes to receive and note the report.**

**10. FIREWORKS DISPLAY – TENDERS**

The Committee is advised that tenders were sought for the 2017 Fireworks Display from four companies. The Mayor and Chair of the Finance and Economic Development Committee met to consider the tenders received on 23<sup>rd</sup> March 2017 and chose Festival Fireworks for the display.

Festival Fireworks were informed in writing of their successful tender and the other three tenderers thanked for their tenders. North Wales Fire and Rescue Service, Buckley Crew, were notified by email of the successful tenderer and the Clerk has spoken to a representative from the Buckley Crew with a view to arranging a meeting with representatives of the Town Council, the Buckley Fire Crew and Festival Fireworks.

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

**11. OLD BUCKLEY BATHS COMMUNITY HALL LIMITED - LICENCE**

The Committee is reminded that the Licence granted to The Old Buckley Baths Community Hall Limited is due to expire on 30<sup>th</sup> April 2017. The Company has requested the Licence continues for a further year.

**The Committee is requested to receive and note the above report and to approve an extension of one year to the above Licence.**



**HIGHWAYS AND LEISURE COMMITTEE**

**25<sup>th</sup> APRIL 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 28<sup>th</sup> March 2017.

**PLANNING COMMITTEE**

**25<sup>th</sup> APRIL 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 28<sup>th</sup> March 2017.

**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>
056727	The Bungalow, Red Road Mr Kevin Roberts	Erection of extension to dwelling

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>
056538	Milwesti, Middle Common Lane Mr David Lewis Erection of sun room and shed	No observations
056581	SW'S Outside Emmanuel Church, Mold Road CTIL & VF Proposed telecommunications installation and associated works	No observations
056627	Ingleside, Drury Lane, Drury Mrs Hannah Lawrie Erection of two storey extension to rear of dwelling	No observations
056655	Bistre Farm, Well Street Mr Philip Jones Conversion of redundant outbuilding to domestic annexe	No observations
056693	Site of former business premises F G Whitley & Sons, Padeswood Road South F G Whitley & Sons Co Ltd and Whitley Estates Ltd Relocation of 4 dwellings following drainage easement and road realignment linked to previously approved housing development at Padeswood Road ref: 048597	No observations
056700	21 Springfield Drive Mr R Nichols Erection of two storey extension, linked garage and porch	No observations
056708	Residential Development F G Whitley & Sons, Padeswood Road F G Whitley & Sons Ltd Substitution of 5No. house types and seek minor road adjustments from previously approved planning application ref: 035613	No observations
056721	99 Church Road Mr Simon Maxwell Demolition of existing single storey extension and erection of new single storey rear and side extension	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.**