

SHOTTON TOWN COUNCIL
CYNGOR DREF



TO ALL MEMBERS OF COUNCIL:

Dear Councillor,

You are hereby summoned to attend the Ordinary Meeting of Shotton Town Council to be held on the 5th Sept. 2022 at 6.45pm in the Gloucester Room, Deeside Enterprise Centre, Rowley's Drive, Shotton.

Yours sincerely

A handwritten signature in cursive script, likely belonging to the Clerk & Financial Officer.

Clerk & Financial Officer

Contact: shottontowncouncil@btconnect.com

Telephone: 01244 822119

Town Council Offices

Alexandra Street

Shotton

Deeside

Flintshire CH5 1DL

A G E N D A

1. TO RECORD ATTENDANCE:

2. APOLOGIES FOR ABSENCE:

To receive and accept any apologies from members prior to the meeting.

3. DECLARATION OF INTEREST:

To receive any declarations made by Members in accordance with Council's Code of Conduct.

4. MINUTES OF THE PREVIOUS MEETING:

To receive and confirm as a true record the minutes of the previous meeting of the Council held on 4th July 2022 as a true record to be signed by the Chairman.

5. CHAIRMAN'S REMARKS:

6. STREETSCENE:

7. POLICE ITEMS:

The Chair and Clerk visited Inspector Stephen Roberts on 25/08/22 to discuss matters including the continuing off-road bike issue and the forthcoming CA/ALM scheme. Chair & Clerk to report.

8. CLERK'S REPORT:

Communications:

Item	Date circulated
St. David's Awards nominations	30/08/2022
Nature Networks Funds	30/08/2022
NALC events - online conferences	30/08/2022
Standards Committee	30/08/2022
Northeast Wales Wellbeing Network	30/08/2022
Applications for Energy Resilience Grant Funding	30/08/2022
Tesco Groundworkds Grants	31/08/2022

Further correspondence:

Training: (One Voice Wales)

05/09/2022	Monday	The Council Module 1	6.30-8.00
05/09/2022	Monday	Understanding the Law Module 4	6.30-8.00
05/09/2022	Monday	The Council as an Employer - Module 3	6.30-8.00
06/09/2022	Tuesday	Code of Conduct Module 9	2.00-3.30
07/09/2022	Wednesday	Local Government Finance - Module 6	6.30-8.00
07/09/2022	Wednesday	New Councillor Induction	2.00-3.30
07/09/2022	Wednesday	The Councillor - Module 2	6.30-8.00
07/09/2022	Wednesday	The Council Meeting Module 5	6.30-8.00
08/09/2022	Thursday	Information Management - Module 15	6.30-8.00
08/09/2022	Thursday	The Council Module 1	6.30-8.00
08/09/2022	Thursday	Advanced Local Government Finance Module 21	6.30-8.00

- a. One Voice Wales training courses available throughout September. The cost of the training is £35 for members or £55 per person for non-members.
- b. Flintshire County Council have issued a further date of Wednesday 12th of October for any members yet to complete the mandatory Code of Conduct training. Further information to follow.
- c. The Clerk recommends for the council to work towards the Civility and Respect pledge once a training programme has been established. (Example of training plan attached)

Updates:

- a. Standards committee vote: The Clerk seeks a decision on a collective vote to submit to Flintshire County Council.
- b. The Clerk would seek permission from council to introduce a corporate Facebook account in order to provide a digital noticeboard to the community.
- c. The Clerk has obtained a new quote from Canda, (photocopier services), to supply copier, consumables and printing for a lesser fee than current contract. Members to resolve to either cease services and continue to use replacement printer, or to commence new contract.
- d. The Clerk has requested a revised IT support renewal quote to incorporate Microsoft office, cloud based files and improved security to comply with ICO requirements.
- e. The Clerk seeks permission to register for on-line banking services to ensure a more efficient and safer method of banking. The Clerk also requests a signatory to accompany her to the bank to authorise the bank transfer payments on Tuesday 6th September 2022.
- f. Local Government and Democracy Act 2021 – there is now a mandatory obligation to publish Annual Report following any year end & Training plan (example attached) by November 5th 2022.
- g. The Clerk has requested feedback from the Summer playscheme. This will be available by the October meeting.

9. PLANNING APPLICATIONS:

Planning Application Number	Proposal	Address
FUL/000367/22	IT IS PROPOSED TO REMOVE PANES OF GLASS FROM THREE WINDOWS ON THE GROUND FLOOR SOUTHEAST ELEVATION. THREE ALUMINIUM LOUVRES WILL BE INSTALLED AND FIXED TO THE WINDOW FRAMES. THE LOUVRES WILL BE MILL FINISH TO MATCH EXISTING LOUVRES ALREADY INSTALLED ON THE ELEVATION.	Telephone Exchange ,Jubilee Street ,Shotton ,Deeside ,CH5 1DQ
FUL/000299/22	ERECTION OF EXTERNAL STAIRCASE FOR REAR ACCESS TO FIRST FLOOR FLAT AND REMOVE REAR LOCKUP. LOCKUP IS TIMBER FRAME WITH CORRUGATED METAL SHEETS. I SUBMITTED A LDC APPLICATION FOR THE EXTERNAL STAIRCASE TO SEE IF IT CAME UNDER PERMITTED DEVELOPMENT. I WAS TOLD THAT AS IT WAS A FLAT I NEEDED TO APPLY FOR PLANNING PERMISSION	82,Chester Road West,Shotton,Flintshire,CH5 1BZ

10. LIGHTING:

- a) Manweb:
- b) General:

11. ACCOUNTS:**a. Record of payments made in July 2022**

Payment voucher	Supplier	Description	Amount	Date paid	Method
33	Hawarden Community Council	Admin & Direct Maintenance fees	£4,590.84	06/07/2022	BT
34	Scottish Power	33 Club electricity	£19.66	06/07/2022	BT
35	Scottish power	Office Electricity	£121.45	06/07/2022	BT
Multiple	Multiple	Staffing	£2,724.38	06/07/2022	BT
N/A	SSE	Street lighting	£2,180.24	21/07/2022	DD
N/A	Welsh Water	33 Club supply	£49.15	06/07/2022	BT
N/A	Welsh Water	Office supply	£54.69	06/07/2022	BT
N/A	Canda Copying Ltd	Copier Lease	£165.00	06/07/2022	BT
			£9,905.41		

b. To approve submitted accounts for payment:

Supplier	Description	Amount	Invoice date	Method of payment
Staffing	Staffing costs *	£749.20	07/09/2022	Cheque
Rialtas Business Solutions Ltd	Alpha Annual Support & Maintenance	£154.80	22/08/2022	Cheque
Rialtas Business Solutions Ltd	Annual Support & Maintenance	£71.40	22/08/2022	Cheque
Flintshire County Council	Election Fees	£5,604.07	06/07/2022	BT
Viking Ltd	Office supplies	£302.14	23/08/2022	Cheque
British Telecom	Phone/broadband	£218.68	02/08/2022	BT
SSE Ltd	Street lighting electricity 02/07/22-01/08/22	£2,252.49	02/08/2022	DD 19/08/22
Scottish Power	33 Club Electricity	£441.04	16/08/2022	BT
Scottish Power	Final bill - Street lighting electricity	£3,255.79	21/07/2022	BT
Scottish Power	Office electricity - 14/04/22-28/07/22	£121.45	11/08/2022	BT
	Total:	£13,171.06		
* PAYE/NI/Pension adjustment expected Oct 22				

12. INCOME:

Date	From	Description	Sum
11/07/2022	Natwest Bank	Interest	£0.02
26/08/2022	Flintshire County Council	Precept 2 of 3	£38,093.00
		Total	£38,093.02

13. A PLAN FOR SHOTTON:

The Shotton high street consultation now has an extended deadline of September 11th 2022. A drop in event has been scheduled on September 6th, 4pm-8pm Rivertown Church, Chester Road West. Further information can be found by using the link below:

<https://www.flintshire.gov.uk/en/Resident/Council-Apps/NewsPortlet.aspx?id=9365>

14. COUNTY COUNCILLORS INFORMATION ITEMS:

15. MEMBERS INFORMATION ITEMS:

16. DURATION OF MEETING: