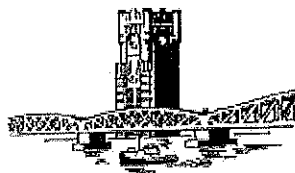


SHOTTON TOWN COUNCIL
CYNGOR DREF




Note: The following meeting will be a hybrid meeting. If members of the public or press wish to attend remotely, they should email the clerk: townclerk@shotton-tc.co.uk for further guidance.

TO ALL MEMBERS OF COUNCIL:

Dear Councillor,

You are hereby summoned to attend the Hybrid Ordinary Meeting of Shotton Town Council to be held on the 2nd October 2023 at 6.30 pm in the Gloucester Room, Deeside Enterprise Centre, Rowley's Drive, Shotton.

Yours sincerely,



Clerk & Financial Officer

Contact: townclerk@shotton-tc.co.uk

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:

- a) To receive and note any apologies from members.
- b) To formally approve the reason(s) for non-attendance by Councillor(s) (s85, LGA 1972).
- c) To record any remaining members not present.

3. DECLARATIONS OF INTEREST:

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

4. MINUTES OF THE PREVIOUS MEETINGS:

To receive and confirm as a correct record the minutes of the previous meeting of the council held on 4th September 2023 and to be signed by the Chair.

5. CHAIR'S REMARKS:

Including:

- a) Ysgol Ty Ffynnon – water bottles presentation
- b) Police patrol

6. PUBLIC SPEAKING:

Darren Morris – presentation of School Term Community Provision and Playschemes throughout other school holidays.

7. TOWN MAINTENANCE (including Streetscene reports):

- a) Feedback from previous meetings:
- b) Members to report any matters not previously reported.
- c) Streetscene Officer to update.

8. LIGHTING:

- a) Members to report any matters arising.
- b) Members to approve the replacement of lighting columns in Wellington Street and Grosvenor Road with funds to be taken from allocated Ear Marked Reserves.

9. POLICE ITEMS:

- a) Feedback from previous matters.
- b) Members to report any matters arising.

10. CLERK'S REPORT:

- a) Member of public sends thanks for the receipt of the get well card.
- b) Fly tipping evidence captured on a resident's camera. Evidence has been passed to the enforcement team.
- c) Re resolution 023/79 – length of dispensation decision required for the absence of Councillor Engle. (model standing orders require proposals to be on agenda in order to be considered).
- d) Christmas trees have been ordered in addition to timers (as per resolution 022/148). The Clerk recommends additional trees/posts are not installed this season due to the extensive installation works required.
- e) The Clerk attended pension training at County Hall.
- f) The Clerk attended Scribefest 2023 – a conference for Town, Parish & Community Councils.
- g) The Clerk attended the Wrexham/Flintshire One Voice Wales webinar.

- h) Councillor Ian Dunbar (Connahs Quay Town Council) thanked members for the condolence card.
- i) As per request from previous meeting, a response is still outstanding from Streetscene regarding query as to responsibility for fly tipping in alleys.
- j) Digging for Deeside collaboration update. RainbowBiz have re-requested a meeting either Wednesday 4th October (after 11.00am) or Thursday 5th October (after 10.30am).
- k) The North and Mid Wales Association of Local Councils - North Coast Transport Meeting is scheduled for Friday 6th October.
- l) A wreath has been laid at the British Normandy Memorial by the researcher of the Interservices Committee who identified 6 local service people who died in the D-Day and subsequent battles.
- m) Reminder to inform any local clubs/organisations that Financial Assistance applications will be considered at the next meeting.
- n) A response has been received from the Fire and Rescue service confirming the concerns of the council will be included within the consultation.

Communications:

Sender	Item	Date circulated
Flintshire County Council	Flintshire Local Area Energy Plan stakeholder workshop - Pathways and Prioritisation	11/09/2023
Flintshire County Council	Visits to Town and Community Councils	11/09/2023
WCCTV	Use Cases for Redeployable CCTV	13/09/2023
North Wales Community Alerts	Hate crime to be the focus of North Wales event	14/09/2023
Aura	New picnic tables and bench installed	14/09/2023
PCSO C4413	SHOTTON - PLATFORM 4	18/09/2023
Flintshire County Council	Welsh Government's 20mph legislation is now in force	21/09/2023
North Wales Fire and Rescue Service	Latest news from North Wales Fire and Rescue Service	25/09/2023
Flintshire County Council	20mph Exceptions	25/09/2023
One Voice Wales	Consultation: Scrutiny of the Welsh Government Draft Budget 2024-25	25/09/2023

Members are encouraged to request any of the communications as an agenda item.

Updates & requests:

11. PLANNING

a) PLANNING APPLICATIONS:

Planning Application Number	Proposal	Address
FUL/000317/23	CONSTRUCTION OF BUILDING TO SERVE AS A FIELD CLASSROOM FOR ENVIRONMENTAL STUDIES AND VISITOR CENTRE	Land north of the railway, Dee Park, Bridge Street, Shotton, Flintshire, CH5 1DU

* Report accurate at time of dissemination – additional applications may be presented at the meeting and duly recorded within the minutes.

b) PLANNING DECISIONS:

None

c) PLANNING UPDATES:

None

12. ACCOUNTS:

a) Record of payments made in September 2023:

Supplier	Description	Amount	Invoice date	Voucher number	Method of payment	Minute ref pre-authorisation
Combined Staffing costs	Salary, NI/PAYE, Pension	£2,221.75	07/09/2023	64-66	BACS	023/31
Scottish Power	33 Club Monthly payment plan	£73.52	31/08/2023	67	BACS	023/31
Hawarden Community Council	Maintenance Charges August 23	£5,548.72		68	BACS	N/A
Canda Copying Ltd	Copying charges - June - August 23	£20.12	01/09/2023	70	BACS	N/A
Canda Copying Ltd	Photocopier hire - Sept-Nov 23	£86.40	01/09/2023	69	BACS	N/A
SSE	Streetlighting electricity August 23	£1,782.81	04/09/2023	71	DD	023/31
The Range	Condolence cards	£6.47	12/09/2023	72	Debit card	023/97
Flintshire County Council	Summer Playscheme fees	£2,657.80	07/08/2023	73	BACS	022/110
	Total:	£12,397.59				

*(Regular payments are pre-authorised in accordance with minute reference 023/31 of the Annual Meeting)

b) To approve submitted accounts for payment:

Supplier	Description	Amount	Invoice date	Voucher number	Method of payment	Minute ref pre-authorisation
Combined Staffing costs	Salary, NI/PAYE, Pension	£2,283.40	06/10/2023	75-77	BACS	023/31
Hawarden Community Council	Maintenance Charges September 23	£3,690.19	15/09/2023	74	BACS	
Earl Haig Poppy Appeal 23-24	Wreath - Normandy	£18.50	27/09/2023	78	Cheque	
	Total:	£5,992.09				

*Report accurate at time of dissemination – additional invoices may be presented at the meeting and duly recorded within the minutes.

c) Income:

Date	From	Description	Sum
11/09/2023	Lloyds Bank	Gross Interest (Business Account)	£23.11
11/09/2023	Lloyds Bank	Gross Interest (Deposit Account)	£20.83
14/09/2023	Flint Town Council	Ticket refund - cancelled event	£50.00
		Total	£93.94

d) Other Financial Matters: –

None

13. INTERSERVICES/REMEMBRANCE:

Members to report on lamp post poppy requirements.

14. ½ YEAR BUDGET :

- a) Following month end, bank rec Quarter 2 & Budget analysis will now be prepared to present at the next Finance Meeting to be scheduled for Monday 23rd October with options for forthcoming budget to be considered.

15. DOCUMENT RETENTION POLICY:

Members are requested to review and adopt this policy.

16. SOCIAL MEDIA & COMMUNICATIONS POLICY:

The Welsh Government Finance Governance Toolkit recommends councils adopt a social media policy (C.7). Members are requested to view the attached document and approve the policy.

17. MEETING ARRANGEMENTS:

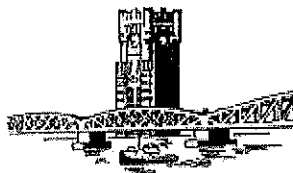
Regarding previously deferred resolution 023/76, to seek alternative venues for hosting council meetings due to acoustic issues, members have the options of utilising Hwb Cyfle for a £10 donation per usage or Rivertown Church on alternative day of first Tuesday of every month at a rate of £12.00 per hour.

18. MEMBERS INFORMATION ITEMS:

To receive Town Councillor updates on any relevant issues not otherwise covered on the agenda.

19. DURATION OF MEETING:

**SHOTTON TOWN COUNCIL
CYNGOR DREF**



**Minutes of the hybrid meeting held on
4th September 2023
Commencing 6.30pm, Deeside Enterprise Centre**

TO RECORD ATTENDANCE:

Chair: Councillor Chris Risley

Councillors: Doreen Mackie, Elwyn Jones, David Evans, Gary Cooper, Dean Stenner, Mike Evans, Kelly Evans-Brown, Ron Davies, Gillian Brockley (online), Sean Bibby (online)

Officers: Collette Lowry (Clerk & Responsible Financial Officer), Wayne Jones, (Streetscene Officer)

Police: PCSO Jacqueline Pleszak (online)

Public gallery: 5 members of public (& 1 online)

023/79 APOLOGIES FOR ABSENCE:

- a) Members noted apologies from Councillor Angela Engle.
- b) Members noted the reason for absence provided (s85, LGA 1972)
- c) Members resolved to grant further dispensation for Councillor Engle's absence.
- d) Councillors Dean Ashfield & Tom Oldfield were not present (apologies were received via text/ in person following the meeting).

023/80 DECLARATIONS OF INTEREST:

There were no declarations of interest.

023/81 MINUTES OF THE PREVIOUS MEETINGS:

The minutes of the meeting of 3rd July 2023 were proposed as an accurate record and would be signed by the Chair.

023/82 THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

IT WAS RESOLVED: That the public and press be excluded for the item 023/83, on grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted arising from the staffing and financial considerations.

The agenda item was moved to the end of the meeting whereby all public and the clerk vacated the meeting in order for members to consider the matter.

023/83 ANNUAL INCREMENT ON CLERK'S SALARY:

(deferred to the last item agenda of the meeting)

IT WAS RESOLVED: for the clerk to progress to the next salary band within their current pay scale as per Terms & Conditions of contract.

023/84 CHAIR'S REMARKS:

The Chair welcomed members and public back following the end of recess period.

The Vice Chair informed members on the engagements she had attended whilst representing council, including Connah's Quay Civic Service (along with the Chair), Hope Civic Service, the Digging for Deeside event and the St. Ethelwold's service to welcome Reverend George Bearwood.

The Chair thanked the Vice Chair for her attendance.

023/85 PUBLIC SPEAKING:

A member of the public addressed the council regarding the monitoring of perceived speeding on Strickland Street and the forthcoming 20mph speed limit.

IT WAS RESOLVED: to monitor the situation for a short time once the 20mph implementation was underway, and for instances to be reported to Councillor Ron Davies. PCSO Pleszak requested any evidence to also be reported to them.

(023/88 was moved forward to this point in the meeting)

023/86 TOWN MAINTENANCE (including Streetscene reports):

The Clerk updated members on matters resolved.

Members reported on new matters arising including tipping on Clwyd Street garages, Terrig Street, Chevrons Road, Green Lane & behind the Melrose pub and the tattoo shop.

Officer Wayne Jones advised members on issues raised.

IT WAS RESOLVED: to make enquiries with Flintshire County Council about responsibility of clearing fly tipping from back alleys.

023/87 LIGHTING:

Members reported matters arising including a tree covering a light on Pear tree Close.

023/88 POLICE ITEMS:

(This agenda item had been moved up the agenda in order to accommodate the Officer waiting online).

Members discussed the delivery parking issue in town. The matter of regular trial biking, a local burglary and evidence of drug activity on Clarence Street was also discussed.

PCSO Prentice had requested venues of local events where he could drop in order to increase community engagement. Members suggested Caffi Dai or Rivertown Church.

IT WAS RESOLVED: to send the photographic evidence to the police.

023/89 CLERK'S REPORT:

- a) The Clerk informed members she had attended various meetings on behalf of the council including the One Voice Wales

Wrexham/Flintshire meeting and the Meet the Funder – Community Aid Wales FLVC webinar.

- b) The Clerk informed members the King George Street play area picnic benches installation had been delayed and was due for completion that week.
- c) The clerk reminded members that the Community Engagement meeting scheduled for 24th July had been cancelled.
- d) The clerk informed members communications have been sent to FCC enforcement to request support regarding fly-tipping deterrents.
- e) The Clerk updated members on the replanting of the Harry Weale Memorial Garden following the theft of existing plants.
- f) The Clerk informed council that Sharron Jones, Clerk of Hawarden Community Council had now been appointed as a director for the board of Wales for the SLCC.

Communications:

Sender	Item	Date circulated
Flintshire County Council	20mph	05/07/2023
Flintshire County Council	Green Dog Walkers	11/07/2023
20s Plenty	Thanks for 20 Zoom with Deputy Minister Lee Waters	11/07/2023
Flintshire County Council	Visits to Town and Community Councils	12/07/2023
North Wales Community Alerts	FREE online property register	13/07/2023
North Wales Community Alerts	Rise in ASB in Shotton [#131754959]	18/07/2023
Clerk	North Street, Shotton Play Area proposals	20/07/2023
Post Office Ltd	Flint Mobile Service - CH6 5AD	24/07/2023
Shotton Clerk	New date for Licensing of Fr George Bearwood	24/07/2023
Clerk	Incident at Playscheme	27/07/2023
NWP	Strickland Street	31/07/2023
Flintshire County Council	Exceptions to 20mph legislation – Statutory Consultation	31/07/2023
Clerk	Theft of Harry Weale garden flowers	17/08/2023
Clerk	Hawarden Support Officer retiring	23/08/2023
Flintshire County Council	20mph Hub on FCC Website	29/08/2023
One Voice Wales	AUGUST & SEPTEMBER 2023 TRAINING DATES	29/08/2023
Clerk	Information from Cllr Elwyn Jones - Interservices Committee	29/08/2023
Flintshire County Council	Flintshire County Council's approach to dealing with land contamination	29/08/2023

The Clerk reminded members of email communications distributed throughout the month.

Updates & requests:

023/90 PLANNING

a) PLANNING APPLICATIONS:

Planning Application Number	Proposal	Address
COU/000745/23	CHANGE OF USE FROM B1 (OFFICE) TO C3 (DWELLING)	85-87 , Chester Road West , Shotton , Deeside, Flintshire , CH5 1BZ
FUL/000653/23	PROPOSED SIDE DORMER LOFT CONVERSION AND REAR SINGLE STOREY EXTENSION	61 , King George Street , Shotton , Deeside , CH5 1DZ
FUL/000591/23	SIDE AND REAR WRAP AROUND EXTENSION	78 , King George Street, Shotton, CH5 1EA

Members considered the submitted applications. There were no concerns or objections.

IT WAS RESOLVED: for the Clerk to inform the planning department.

a) PLANNING DECISIONS:

FUL/000590/23 - approved	Single story rear extension 6.60M X 6.80M	Fallows End, Killins Lane, Shotton, CH5 1RF
FUL/000528/23 - approved	Remodelling of the church worship space and first-floor church hall. Alterations to ground floor kitchen and ancillary rooms. Front entrance lobby with new signage and alteration to lobby roof over. New lift installation to provide disabled access between ground and first floor.	Rivertown Church, CH5 1BX
FUL/000532/23 - approved	Retrospective approval sought for the enlargement of the pond at Dee Park, Shotton.	Dee Park, Off Bridge Street, Shotton, CH5 1DU
FUL/000708/22 - approved	Retrospective use of house of multiple occupation.	2 - 4, Beaconsfield Road, Shotton, Deeside, CH5 1EZ

Members were updated on recent planning decisions.

c) PLANNING UPDATES:

There were none.

023/91 ACCOUNTS:

a) Record of payments made in July/August 2023:

Supplier	Description	Amount	Invoice date	Method of payment
Combined Staffing Costs	Salary, NI/PAYE, Pension	£2,221.75	07/07/2023	BACS
Hawarden Community Council	Maintenance June 23	£3,639.82	12/06/2023	BACS
Welsh Water	33 Club, Jan 23-June 23	£58.23	15/06/2023	BACS
SLCC	Yearly membership (shared with Mostyn CC)	£188.51	22/06/2023	BACS
Welsh Water	Office Jan 23 - June 23	£65.10	14/06/2023	BACS
Scottish Power	33 Club Electricity Monthly Plan	£19.66	29/06/2023	BACS
British Gas	Office electricity 8 June - 14 July	£86.40	14/07/2023	DD
Host Presto	Website Hosting	£27.60	12/07/2023	CARD
SSE	Streetlighting June 23	£1,876.88	04/07/2023	DD
Amazon	Office security doorbell	£117.99	04/07/2023	CARD
Hawarden Community Council	July Maintenance Fees	£3,728.87	25/07/2023	BACS
Scottish Power	33 Club Electricity	£74.95	05/07/2023	BACS
Combined Staffing Costs	Salary, Pension, HMRC	£2,221.75	07/08/2023	BACS
Flint Town Council	Chair's Event	£50.00	01/08/2023	BACS
Scottish Power	33 Club, (electricity)monthly payment plan	£19.66	01/08/2023	BACS
British Telecom	Office broadband/phone (quarterly)	£270.19	02/08/2023	BACS
British Gas	Office electricity - July/Aug	£72.20	14/08/2023	DD
SSE	Streetlighting July	£1,682.95	02/08/2023	DD
Viking Direct	Paper stocks/office supplies	£79.02	16/08/2023	BACS
	Total:	£8,301.94		

* Payments had been authorised throughout recess via email to signatories.

*(Regular payments are pre-authorised in accordance with minute reference 023/31 of the Annual Meeting)

Members noted the information provided.

b) To approve submitted accounts for payment:

Supplier	Description	Amount	Invoice date	Method of payment	Minute ref pre-authorisation
Combined Staffing costs	Salary, NI/PAYE, Pension	£2,221.75	07/09/2023	BACS	023/31
Scottish Power	33 Club Monthly payment plan	£73.52	31/08/2023	BACS	023/31
Hawarden Community Council	Maintenance Charges August 23	£5,548.72		BACS	N/A
Canda Copying Ltd	Copying charges - June - August 23	£20.12	01/09/2023	BACS	N/A
Canda Copying Ltd	Photocopier hire - Sept-Nov 23	£86.40	01/09/2023	BACS	N/A
	Total:	£7,950.51			

IT WAS RESOLVED: to approve the accounts submitted.

c) INCOME:

Date	From	Description	Sum
10/07/2023	Lloyds Bank	Gross Interest (Business Account)	£13.12
10/07/2023	Lloyds Bank	Gross Interest (Deposit Account)	£12.77
09/08/2023	Lloyds Bank	Gross Interest (Business Account)	£8.37
09/08/2023	Lloyds Bank	Gross Interest (Deposit Account)	£13.91
21/08/2023	Aston Park Rangers	33 Club Pitch Fees 23/24	£200.00
31/08/2023	Flintshire County Council	Precept 2 of 3	£59,303.33
		Total	£59,551.50

Members noted the information provided.

d) OTHER FINANCIAL MATTERS –

IT WAS RESOLVED: for Councillor Elwyn Jones to inform the Interservices Committee of the council's budget for 2023/24 and to request they seek authorisation from the council prior to committing to goods/services. Councillor Jones also mentioned the list of local service people currently not appearing on the memorial. This topic was to be re-visited.

023/92 PLAYING FIELDS USAGE:

IT WAS RESOLVED: to retrospectively approve the agreement with Aston Park Rangers and to review the terms and conditions of any agreements to be made with other clubs.

023/93 MATCH FUNDING – NORTH STREET PLAY AREA:

Members were provided with further communications from Aura, with only 1 option for match funding viable to be implemented this financial year. Members were requested to assess the information provided and resolve to accept and approve 1 option only for this phase with further phases to be implemented in the forthcoming years.

The Clerk informed members that RainbowBiz CIC wished to form a collaboration and commence a project at the play area. The clerk also informed members that the Biodiversity department at Flintshire County Council would also be involved in due course.

IT WAS RESOLVED:

- to opt for the cableway structure for the current financial year and to review play equipment designs in readiness for future phase developments.
- To make contact with RainbowBiz regarding partnership.

023/94 ABSENCE & APOLOGY POLICY:

Following deferred decision from July 2023 Full Council meeting, members were requested to refer to the attached policy and to consider the approval/adoption.

IT WAS RESOLVED: to adopt the policy.

023/95 MEETING ARRANGEMENTS:

Regarding previously deferred resolution 023/76, to seek alternative venues for hosting council meetings due to sound issues, the clerk proposed trial

meetings at the Melrose Inn and Shotton Cricket Club as following enquiries, Rivertown Church and St Ethelwolds Church were not suitable for the needs of the council.

IT WAS RESOLVED: to seek a further quote from Hwb Cyfle and to request availability of Rivertown Church on the first Tuesday evening of the month in place of Mondays.

023/96 ANNUAL REPORT 2022-23:

Members were requested to approve the report provided for publication.

Members thanked the clerk for compiling the report.

IT WAS RESOLVED: to approve the document.

023/97 MEMBERS INFORMATION ITEMS:

Members requested a letter of concern from the council regarding the threat of closure of Deeside Fire Station.

Councillor Kelly Evans-Brown informed members of her meeting Princess Anne at Hwb Cyfle.

Councillor Doreen Mackie updated members of various bereavements in the community.

Councillor Dean Stenner updated members on progress with the foul smell investigation.

Councillor Chris Risley presented a member of the public with a get well card following an accident.

IT WAS RESOLVED:

- a) to send condolence cards on behalf of the council.
- b) To contact the Chief Fire Officer.

(The press & public excluded deferred items were now addressed)

023/98 DURATION OF MEETING:

Chair closed the meeting at 8.00pm