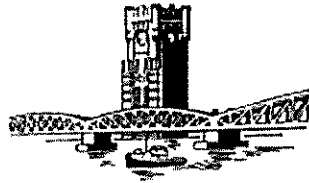


**SHOTTON TOWN COUNCIL
CYNGOR DREF**



**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.

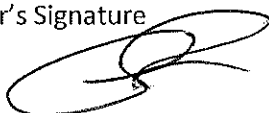
023/82 THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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).

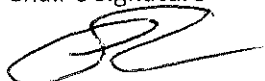
Members discussed the delivery parking issue in town. The matter of regular trial biking, a local burglary and evidence of drug activity on Clarence Street was also discussed.

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 Consultat | 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:

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

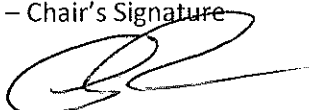
023/94 ABSENCE & APOLOGY POLICY:

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

