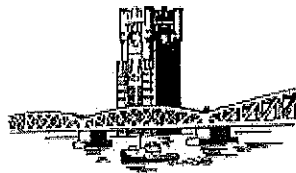


SHOTTON TOWN COUNCIL
CYNGOR DREF



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 4th December 2023 at 6.30 pm in Hwb Cyfle, Shotton CH5 1SA.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'Shirley', written in a cursive style.

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:

- 1) The minutes of the full meeting of the council held on 6th November 2023 to be signed by the Chair.

5. CHAIR'S REMARKS:

Including: 1 minutes silence to mark the sad passing of Councillor Ron Davies's wife.

6. PUBLIC SPEAKING:

None

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.

9. POLICE ITEMS:

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

10. CLERK'S REPORT:

Communications:

Sender	Item	Date circulated
Flintshire County Council	Flintshire's Local Area Energy Planning Workshop	07/11/2023
North Wales Community Alerts	The November edition of OUR NEWS is here	09/11/2023
One Voice Wales	Road Safety Strategy Consultation	13/11/2023
Welsh Government	Welsh Government: News	13/11/2023
North Wales Community Alerts	Fraud Alert [#183237416]	22/11/2023
Flintshire County Council	Feedback from visits by Independent Members of the Standards Committee and SLCC pledge on civility and respect	23/11/2023
One Voice Wales	NOVEMBER & DECEMBER 2023 TRAINING DATES	23/11/2023
Welsh Government	Welsh Government: News	27/11/2023
Flintshire County Council	Green bins	28/11/2023
One Voice Wales	Presentation by the IRPW	28/11/2023
North Wales Community Alerts	People of North Wales urged to say how much they will pay for policing	28/11/2023

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

Updates & requests:

- a) British Gas - current electricity supplier for the town council office have offered a fixed rate for a further year, amounting to an estimated cost of £794.48. The clerk seeks approval from members to accept this contract.
- b) The NALC pay award for 2023/4 has now been finalised at the same rate as the previous year. This is a contractual uplift for any councils following the green book agreement. December salary will reflect both the uplift and back pay from April 2023.
- c) The clerk attended the OVW/SLCC all day online joint conference on 8th November.
- d) There is an Interservices Committee meeting scheduled for 5th December.
- e) Following a supply delay, the Christmas trees/lighting will be installed throughout the course of the week.

11. PLANNING

a) PLANNING APPLICATIONS:

Planning Application Number	Proposal	Address
ADV/000994/23	THE INSTALLATION OF 3 NO. WHITE INTERNALLY ILLUMINATED "MCDONALD'S" LETTER SET AND 2 NO. YELLOW INTERNALLY ILLUMINATED "GOLDEN ARCH".	Pizza Hut, Evans Way, Shotton, Deeside, CH5 1QJ
ADV/000992/23	VARIOUS SITE SIGNAGE INCLUDING 2 NO. BANNER UNITS AND 14 NO. DOT SIGNS COMPRISING 4 NO. ACCESSIBLE BAYS, 2 NO. NO ENTRY, 3 NO. PEDESTRIAN CROSSING, 2 NO. GIVE WAY, 2 NO. CAUTION LOOK LEFT AND 1 NO. CAUTION LOOK RIGHT	Pizza Hut, Evans Way, Shotton, Deeside, CH5 1QJ
ADV/000993/23	THE INSTALLATION OF A FREESTANDING TOTEM.	Pizza Hut, Evans Way, Shotton, Deeside, CH5 1QJ
FUL/000990/23	REFURBISHMENT OF THE SHOPFRONT WITH THE REPAINTING OF THE WINDOWS, DOOR FRAMES AND CLADDING. MINOR ELEVATION CHANGES TO INCLUDE REMOVAL OF DOORWAYS, WITH THE INSTALLATION OF A NEW DOOR, NEW WINDOWS AND WALLS TO BE RENDERED TO MATCH EXISTING. INTRODUCTION OF 3 NO. CYCLE RACKS AND PATIO FURNITURE WITH ASSOCIATED WORKS TO THE SITE	Pizza Hut, Evans Way, Shotton, Deeside, CH5 1QJ

* 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:

FUL/000813/22 - The Royal British Legion, Bridge Street, Shotton, Deeside, CH5 1DU - The removal of 3no. telecommunication masts (22.5m, 20m and 17.5m in height) and the consolidation of equipment on to 1no. 30m lattice tower. The new tower will include the relocation of 8no. antenna to 1no. new ring frames and on to head frame which will be attached to 1no. proposed 30m tower plus the erection of the perimeter fence and ancillary

development thereto: The case officer has recommended a decision on the application and is currently being checked by the Team Leader before instructing the case officer to issue the decision notice.

12. ACCOUNTS:

a) Record of payments made in November 2023:

Supplier	Description	Amount	Invoice date	Voucher number	Method of payment	Minute ref pre-authorisation
Combined Staffing costs	Salary, NI/PAYE, Pension	£2,283.40	06/11/2023	82-84	BACS	023/31
Scottish Power	33 Club Invoice	£4.54	16/10/2023	25/03/1900	BACS	023/31
Hawarden Community Council	Maintenance Charges October 23	£3,655.74	20/10/2023	86	BACS	
Earl Haig Poppy Appeal 23-24	2 x wreaths - Remembrance Sunday 23	£37.00	20/10/2023	87	Cheque	023/110
NMWALC	Annual Membership Fees	£85.00	30/10/2023	88	BACS	
Scottish Power	Monthly payment plan	£100.31	31/10/2023	89	BACS	023/31
British Telecom	Sept-Nov 23	£261.86	02/11/2023	90	BACS	023/31
Mostyn Community Council	Shared conference attendance costs	£36.00	08/11/2023	91	BACS	023/125f
PD Dodd - Shotton Walkers	Financial Assistance grant	£300.00	09/11/2023	95	BACS	023/134
Manley Court Tenants Association	Financial Assistance grant	£200.00	09/11/2023	96	BACS	023/134
Aston Senior Citizens	Financial Assistance grant	£400.00	09/11/2023	94	BACS	023/134
SSE Electricity	October Streetlighting	£1,739.11	02/11/2023	97	DD	023/31
Elmwood Community Association	Financial Assistance grant	£200.00	09/11/2023	93	BACS	023/134
British Gas	Office electricity	£141.82	08/11/2023	92	DD	023/31
	Total:	£9,444.78				

*(Regular payments may be 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	£3,269.66	07/12/2023	99-101	BACS	023/31
Hawarden Community Council	Maintenance Charges November 23	£3,818.01	20/10/2023	98	BACS	
The Range	Condolence card	£1.00	23/11/2023	102	Debit card	
Viking Office Uk Ltd	Consumables/stamps	£179.86	21/11/2023	103	BACS	
	Total:	£7,268.53				

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

c) November income:

Date	From	Description	Sum
09/11/2023	Lloyds Bank	Gross Interest (Business Account)	£28.38
09/11/2023	Lloyds Bank	Gross Interest (Deposit Account)	£36.63
		Total	£65.01

d) Other Financial Matters: –

None

13. SUMMER PLAYScheme – AGREEMENT IN PRINCIPLE:

Members are requested to consider the attached report and agree in principle the proposed 2024 costs by December 22nd.

- a. To summarise, a 3 week scheme would cost £1,915.80 and a 6 week scheme £3,831.60. For reference Shotton received a 5 week playscheme in 2023 at a cost of £2,657.80. (The option for 5 week schemes has been removed.) It has also been recommended that Shotton receive a higher ratio of staff to attendees at an additional cost of £159.70 per week, per member.
- b. An agreement in principle has been requested for the years 2025 (3 week scheme £2,203.20/6 week scheme £4,406.40) and 2026 (3 week scheme £2,533.70/6 week scheme £5,067.36), plus recommended additional staff member @ £159.70 per week.
- c. Members are also asked to consider the provision of playschemes throughout other school holidays at a cost of £638.60 per week (plus cost of recommended additional member of staff @ £159.70)

14. FIT, FED & READ SUPPORT APPLICATION:

Aura have approached the Town Council to request a financial contribution of £1,000 to reflect the support it provided throughout the summer holidays at the Central Drive play area. (letter attached) Funds donated will ensure continued provisions in future years.

Members to consider the request.

15. LOCAL RESOLUTION PROTOCOL POLICY:

Councils are recommended to adopt the attached policy in order to deal with low level internal complaints. Members to consider the policy/adopt.

16. FINANCIAL ASSISTANCE POLICY:

Re resolution 023/134, following a request to re-present a Financial Assistance policy for adoption, members are requested to consider the attached document.

17. FURTHER FINANCIAL ASSISTANCE APPLICATIONS :

Section 137 of the Local Government Act (LGA) 1972 authorises a local council to spend money (subject to the statutory limit) for the direct benefit of its area, or parts of its area, or all or some of its inhabitants.

Contributions may be made to charities and bodies which provide a public service on a not-for-profit basis, but only in furtherance of their work in the United Kingdom.

Contributions to UK charities and bodies providing a public service are not required to bring any direct benefit to the council's area or to its inhabitants.

Members are requested to consider any further applications submitted throughout the month.

(£1,100 was granted at the November full council meeting, with a further £900 remaining within the reserves):

- a) **RainbowBiz CIC** – (letter attached), request for assistance to host a Christmas Party for the people within the community they support.
- b) **St. Ethelwold's School** – (letter attached), request for assistance of £300 towards school councils (no provision cover in school budget)

18. COMMUNITY WARDEN INTRODUCTION – Member's agenda item:

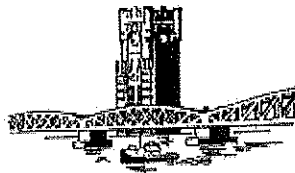
Members to consider the introduction of a working group to include both members of the town council and the community in order to formulate action plans to assist in times of emergency/at events. Councillor Mike Evans to report.

19. MEMBERS INFORMATION ITEMS:

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

20. DURATION OF MEETING:

SHOTTON TOWN COUNCIL
CYNGOR DREF



Minutes of the hybrid meeting held on 6th November 2023
Commencing 6.30pm, Hwb Cyfle, Shotton

TO RECORD ATTENDANCE:

Chair: Councillor Chris Risley

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

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

Police: PCSO Thomas Maddocks

Public gallery: 5 members of public & 2 Fire Officers

023/117 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.

Members approved previously resolved apologies from Councillor Angela Engle (resolution 023/79).

Councillors Ron Davies and Dean Ashfield sent apologies with the reasons being approved.

Councillor Tom Oldfield was absent.

023/118 DECLARATIONS OF INTEREST:

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

Councillor Dean Stenner declared a personal interest for item 19.

023/119 MINUTES OF THE PREVIOUS MEETINGS:

To receive and confirm as a correct record:

- 1) The minutes of the meeting of 2nd October 2023 were proposed as an accurate record and would be signed by the Chair of the Council.
- 2) The minutes of the meeting of 23rd October 2023 were proposed as an accurate record and would be signed by the Chair of the Finance Committee.

023/120 CHAIR'S REMARKS:

Chair, Councillor Chris Risley reminded members about the forthcoming remembrance arrangements and mentioned the recent flooding issues Shotton had experienced.

023/121 PUBLIC SPEAKING:

There were no such requests.

023/122 TOWN MAINTENANCE (including Streetscene reports):

The Streetscene Officer informed council that any matters from the previous meeting had either been cleared or passed onto the relevant department. He also requested all new issues to be reported to the Streetscene central number in order for the matters to be logged.

Members reported the regular non collection of recycling on Butler Street and the overflowing green bin by the B&M store.

Members discussed the Joint Maintenance Team's involvement with clearing fly tipping and the new agreement for County Council to now resume responsibility for the collections.

IT WAS RESOLVED:

- 1) to clarify the agreement made between the Joint Maintenance Committee & Flintshire County Council regarding fly tipping collections.
- 2) To contact Flintshire County Council requesting a solution to the issues with the green bin.

023/123 LIGHTING:

Members confirmed that all lighting faults had already been reported although the light on Caernarvon Close/St. David's Drive was still faulty. A member enquired as to the possibility of additional lighting near the play area at the 33 Club.

IT WAS RESOLVED: to make enquiries as to the feasibility of dual lights on 33 club walkway.

023/124 POLICE ITEMS:

Members discussed the required meeting with the Inspector and the recent swastika graffiti that had occurred. PCSO Maddocks offered to patrol the war memorial in the run up to the Remembrance services.

IT WAS RESOLVED: for PCSO Maddocks to confirm a meeting date with the Inspector with regard to the on-going delivery parking issues on Chester Road West.

023/125 CLERK'S REPORT:

Communications:

Sender	Item	Date circulated
Flintshire County Council	Playscheme Report	03/10/2023
Flintshire County Council	LAEP County Workshop Slides and Additional Comments	09/10/2023
North Wales Community Alerts	Vehicle Crime in Connaught Quay and Shotton	04/10/2023
North Wales Community Alerts	SmartWater! Forensic Marking	05/10/2023
Flintshire County Council	Community Review	18/10/2023
c/o Interservices Committee	Normandy Beaches.	09/10/2023
Flintshire County Council	Salt bin request and addition to gritter schedule request	16/10/2023
Flintshire County Council	LAEP County Workshop Slides and Additional Comments	18/10/2023
Welsh Government	Welsh Government: Consultation	18/10/2023
One Voice Wales	OCTOBER, NOVEMBER & DECEMBER 2023 TRAINING DATES	18/10/2023
North Wales Fire and Rescue Service	Latest news from North Wales Fire and Rescue Service	18/10/2023
One Voice Wales	REVIEW OF DEMOCRATIC HEALTH IN THE COMMUNITY AND TOWN COUNCIL SECTOR	23/10/2023
North and Mid Wales Association of Local Councils	Rail Survey final report	23/10/2023
North Wales Community Alerts	Swastikas Graffitied in Shotton	23/10/2023
Welsh Government	Welsh Government: News	30/10/2023
North Wales Community Alerts	Christmas Fair River town Church 11th November	01/11/2023

Members noted the information items circulated via email.

Updates & requests:

- a) The clerk provided a summary from the Finance meeting, with all windfall funds to be kept within balances in order to re-build a healthy reserve.
- b) The clerk informed members she had sent a response to County regarding the community review on behalf of members.
- c) The clerk informed members a salt bin for Killins Lane had been arranged.
- d) The clerk informed members the flowers at the Harry Weale memorial garden had been stolen again.
IT WAS RESOLVED: to inform the police and post a public message on social media.
- e) The clerk requested to attend OVW/SLCC conference at a cost of £60 + VAT. Cost was to be shared on a proportional basis with Mostyn Community Council (shared clerk).
IT WAS RESOLVED: for Shotton Town Council to meet half of the clerk's conference attendance fees (to be shared with Mostyn Community Council).
- f) The clerk requested members read the Play Scheme report provided by the Play Development Lead Officer and consider when assessing the 24/5 budget.

g) Christmas arrangements:

- The clerk requested a resolution to donate to the Christmas tree at the Melrose.
- The clerk requested consideration of Christmas bonus donation for the maintenance team.

IT WAS RESOLVED:

- to agree to donate £100 for the community Christmas tree at the Melrose Pub.
- For the Chair to award the Maintenance Team a modest Christmas bonus from his allowance.

023/126 PLANNING

a) **PLANNING APPLICATIONS:**

None

b) **PLANNING DECISIONS:**

FUL/000653/23 - 61 King George Street - Approved

c) **PLANNING UPDATES:**

None

023/127 ACCOUNTS:

a) **Record of payments made in October 2023:**

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	
Scottish Power	33 Club Monthly Plan	£100.31	29/09/2023	79	BACS	023/31
SSE Energy	September 23 Streetlighting	£1,798.62	03/10/2023	80	Direct debit	023/31
British Gas	Office electricity 11 Sept-10 Oct	£44.79	10/10/2023	81	Direct debit	023/31
	Total:	£7,935.81				

IT WAS RESOLVED: to note and approve October accounts.

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	06/11/2023	82-84	BACS	023/31
Scottish Power	33 Club Invoice	£4.54	16/10/2023	25/03/1900	BACS	023/31
Hawarden Community Council	Maintenance Charges October 23	£3,655.74	20/10/2023	86	BACS	
Earl Haig Poppy Appeal 23-24	2 x wreaths - Remembrance Sunday 23	£37.00	20/10/2023	87	Cheque	
NMWALC	Annual Membership Fees	£85.00	30/10/2023	88	BACS	
Scottish Power	Monthly payment plan	£100.31	31/10/2023	89	BACS	023/31
	Total:	£6,165.99				

IT WAS RESOLVED: to approve November accounts for payment.

c) **Income:**

Date	From	Description	Sum
09/10/2023	Lloyds Bank	Gross Interest (Business Account)	£33.29
09/10/2023	Lloyds Bank	Gross Interest (Deposit Account)	£29.75
		Total	£63.04

IT WAS RESOLVED: to note income for October 2023.

d) Other Financial Matters: –
None

023/128 20 mph IMPLEMENTATION:

Member item agenda request:

Members discussed the request for a letter asking Welsh Government to reconsider the 20mph law introduced throughout Flintshire specifically Alyn and Deeside, on the 17th September 2023, but to note the wish to retain the status quo of 20mph on approaches to schools, hospitals and estate roads.

Members were also requested to support the Elected members of the Welsh Government Mr Jack Sargeant and Ms Carolyn Thomas in their endeavour to open discussions with Welsh Government on the subject of the 20mph introduced on the 17th September 2023.

IT WAS RESOLVED: to write to assembly members, Carolyn Thomas & Jack Sargeant, requesting the consideration of the implementation of 20mph in specific areas only. One member abstained from this vote.

023/129 DEESIDE FIRE STATION:

Following the results of the recent survey, the Fire and Rescue Authority had circulated a press release detailing they would now be looking at developing Option 1 of the proposals with a final decision to be made on December 18th, which, according to a local firefighter, would add a minimum 6 minutes delay in response time. Members considered how to further object to the proposal. (There were 2 Fire Officers present at the meeting whom the Chair allowed to address the council & public gallery).

IT WAS RESOLVED:

- to share an information video from the Fire Brigade Union amongst members & the public.
- To write a further letter to Chief Fire Officer Dawn Docx.

023/130 POLLING DISTRICT, PLACE & POLLING STATION REVIEW 2023/2024:

This review was to look at the polling district boundaries and the polling places/stations within those boundaries. Most people still vote in person at a polling station so the aim was to make sure that they had reasonable facilities to do this, taking into consideration the needs of everyone.

Members were requested to review the current arrangements and comment accordingly with representations to be made before 17th November 2023.

Ward	Polling Place	No of Electors	Comments
Shotton East	SCA/St. Ethelwolds Church Hall, Shotton Lane, Shotton	1301	None
Shotton Higher	St. Ethelwolds Church Hall, Shotton Lane, Shotton	788	None
Shotton Higher	Community Centre, Elmwood Close, Shotton	955	None
Shotton West	Shotton Community Centre, Plymouth Street, Shotton	1570	The Community Centre is no longer available for use
			<u>Proposed Venue:</u> Rivertown Church, Chester Road West

IT WAS RESOLVED: to accept the current arrangements proposed by Flintshire County Council, but to raise a future agenda item to explore improving the communication & publicity of voting procedures and venues.

023/131 WINTER PREPARATIONS 23/24:

Members were requested to refer to the attached letter from Flintshire County Council and resolve requirements for the winter period.

IT WAS RESOLVED: to request the same package as previous years request.

023/132 INTERSERVICES/REMEMBRANCE:

Councillor Elwyn Jones provided an update for the forthcoming Remembrance services.

023/133 ROSPA REPORTS:

Members were requested to view the circulated reports and resolve to prioritise required works highlighted in order to prepare the forthcoming budget. The clerk recommended forming a working group for this task.

IT WAS RESOLVED: to arrange a meeting between the Senior Maintenance Officer for the Joint Maintenance, the Clerk of Hawarden Community Council, and members of Shotton Town Council in the new year, in order to ascertain an action plan following receipt of the Rospa reports for the play areas under the management of Shotton Town Council.

023/134 FINANCIAL ASSISTANCE APPLICATIONS:

Section 137 of the Local Government Act (LGA) 1972 authorises a local council to spend money (subject to the statutory limit) for the direct benefit of its area, or parts of its area, or all or some of its inhabitants.

Contributions may be made to charities and bodies which provide a public service on a not-for-profit basis, but only in furtherance of their work in the United Kingdom. Contributions to UK charities and bodies providing a public service are not required to bring any direct benefit to the council's area or to its inhabitants.

Previous financial years donations:

Organisation	Granted
Shotton Walkers	£300.00
Aston Senior Citizens Association	£400.00
Manley Court Tenants Association	£200.00
St. Ethelwold's School	£200.00
Deeside Community Hospital League of Friends	£200.00
Ysgol Ty Ffynnon	£200.00
TOTAL	£1,500.00

Members were requested to review the application letters circulated and consider the following applications:
(The clerk informed members there was an Ear Marked budget of £2,000 for 23/24, with no donations granted to date within the current financial year).

Organisation	Amount Requested
Wales Air Ambulance Charity	Not specified
Cobra Life Family Martial Arts Black Academy	Not specified
Aston Senior Citizens Association	Not specified
Elmwood Community Association	Not specified
SSAFA - The Armed Forces Charity	Not specified
Macmillan Cancer Support in Flintshire	Not specified
Manley Court Tenants Association	Not specified
Shotton Walkers	£300.00

IT WAS RESOLVED:

- To award grants to Aston Senior Citizens Association (£400), Elmwood Community Association (£200), Manley Court Tenants Association (£200) and Shotton Walkers (£300).
- To re-present a financial assistance policy to council for reconsideration.

023/135 MEMBERS INFORMATION ITEMS:

Councillor Kelly Evans-Brown informed members the Hwb Cyfle/Ty Calon Christmas fair would be taking place on Saturday 2nd December.

023/136 DURATION OF MEETING:

Chair closed the meeting at 8.12pm.