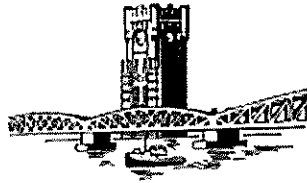


**SHOTTON TOWN COUNCIL
CYNGOR DREF**



**Minutes of the hybrid meeting held on
2nd October 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 (online), Tom Oldfield, Dean Ashfield, Mike Evans, Kelly Evans-Brown, Ron Davies, Sean Bibby

Officers: Collette Lowry (Clerk & Responsible Financial Officer)

Police: PCSO Thomas Maddocks (online)

Public gallery: 6 members of public (1 online)

023/99 APOLOGIES FOR ABSENCE:

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

Councillor Gillian Brockley was not present. (Apologies were received at a later date).

023/100 DECLARATIONS OF INTEREST:

A declaration of interest was received from Councillor Kelly Evans-Brown in relation to item 17.

023/101 MINUTES OF THE PREVIOUS MEETINGS:

The minutes of the meeting of 4th September 2023 were proposed as an accurate record and would be signed by the Chair.

023/102 CHAIR'S REMARKS:

The Chair reported on attending the Ysgol Ty Ffynnon school assembly where the water bottles were presented, partial funds for which had been donated by Shotton Town Council.

The Vice Chair reported on representing the town council at a few funerals, the Fire Station protest and National Day for Older People.

023/103 PUBLIC SPEAKING:

Darren Morris verbally presented council with a summary of School Term Community Provision and Playschemes throughout other school holidays and explained the importance of building a longer-term community provision.

A handwritten signature in black ink, appearing to be 'C. Risley', written over a horizontal line.

(Item 9 was moved forward to this point).

023/104 TOWN MAINTENANCE (including Streetscene reports):

Members reported on new matters arising including parking on Shotton Lane, fly tipping between Hwb Cyfle, Ty Calon and the Homeless Hub, overgrown hedges on Melrose Avenue, and between St Ethelwold's School & Deeside Hospital. Members were informed that due to the wet weather, grass cuttings had delayed the progress of hedge maintenance.

The matter of the subway still requiring cleaning was also raised.

IT WAS RESOLVED: for the County members to raise the issues with Officers.

023/105 LIGHTING:

Members were requested to approve the replacement of lighting columns in Wellington Street and Grosvenor Road with funds to be taken from allocated Ear Marked Reserves.

Members reported matters arising including a light between Brook Road & Rowden Street. The joint maintenance team were also thanked for the swift attention at resolving faults for lighting under the management of the town council.

The lights at the mini roundabout were also reported as still faulty.

IT WAS RESOLVED:

- To approve the costs involved with the replacement of lighting columns in Wellington Street and Grosvenor Road with funds to be taken from allocated Ear Marked Reserves.
- To report the faulty streetlight on Brook Road/Rowden Street.
- To verify the ownership of the lighting by Asda with the Welsh Trunk Road authority.

023/106 POLICE ITEMS:

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

Councillor Bibby informed members he had shown the Police & Crime Commissioner the new re-deployable cameras.

Members again discussed the delivery parking issue in town due to a conflict as to whether the matter was the responsibility of the police or County Council.

IT WAS RESOLVED:

- for PCSO Maddocks to request the Inspector send feedback on the matter.
- For a joint meeting of all stakeholders to be arranged.

023/107 CLERK'S REPORT:

Updates & requests:

- a) The clerk informed the council a member of public sent thanks for the get well card presented at the previous meeting.
- b) Regarding commercial fly tipping evidence captured on a resident's camera; evidence had been passed to the enforcement team.



- c) Re resolution 023/79 – length of dispensation decision was required for the approved absence of Councillor Engle. (model standing orders require proposals to be on agenda in order to be considered).
IT WAS RESOLVED: for Councillor Engle to request to renew/review within 6 months.
- d) Council were informed Christmas trees had been ordered in addition to timers (as per resolution 022/148). The Clerk recommended additional trees/posts were 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) The Clerk informed members, as per request from previous meeting, a response was still outstanding from Streetscene regarding query as to responsibility for fly tipping in alleys.
- j) The Clerk informed members RainbowBiz had re-requested a meeting either Wednesday 4th October (after 11.00am) or Thursday 5th October (after 10.30am).
IT WAS RESOLVED: to arrange the meeting for Wednesday 4th October.
- k) The Clerk informed members the North and Mid Wales Association of Local Councils - North Coast Transport Meeting was scheduled for Friday 6th October.
- l) A wreath had 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) Members were reminded to inform any local clubs/organisations that Financial Assistance applications were to be considered at the next meeting.
- n) Members were informed a response had been received from the Fire and Rescue service confirming the concerns of the council would be included within the consultation.

Communications:

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

Members discussed the Fire Service Consultation and were disappointed to learn that the community engagement events had not been advertised in time to attend. Members also mentioned a potential 4th option which had not been included within the consultation.

IT WAS RESOLVED: to write again to the Chief Fire Commissioner regarding this matter.



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

023/108 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

Members had no objections to this application with the planning officer to be advised to determine under delegated powers.

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

b) PLANNING DECISIONS:

There were none.

c) PLANNING UPDATES:

There were none.

023/109 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				

Members noted the information provided.

b) To approve submitted accounts for payment:

43 – Chair's Signature



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
	Total:	£6,092.40				

IT WAS RESOLVED: to approve the accounts submitted.

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

Members noted the information provided.

d) Other Financial Matters: –

There were none.

023/110 INTERSERVICES/REMEMBRANCE:

Members were requested to report on lamp post poppy requirements.

IT WAS RESOLVED:

- to request assistance from the joint maintenance team this year.
- To order 2 wreaths for Remembrance Sunday.

023/111 ½ YEAR BUDGET :

Following month end, members were informed bank reconciliation Quarter 2 & Budget analysis & ½ year transactions would 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.

IT WAS RESOLVED: to schedule the meeting for 6.00pm at the Enterprise Centre.

023/112 DOCUMENT RETENTION POLICY:

Members were requested to review and adopt this policy.

IT WAS RESOLVED: to approve and adopt the policy.

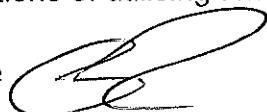
023/113 SOCIAL MEDIA & COMMUNICATIONS POLICY:

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

IT WAS RESOLVED: to approve and adopt the policy.

023/114 MEETING ARRANGEMENTS:

Regarding previously deferred resolution 023/76, to seek alternative venues for hosting council meetings due to acoustic issues, members were provided with 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.

IT WAS RESOLVED: to schedule a trial meeting of the next full council at Hwb Cyfle.

023/115 MEMBERS INFORMATION ITEMS:

Councillor David Evans informed members that until the 20-mph scheme had bedded in, there would be no provision made for additional speed bumps within the wards. Councillor Gary Cooper requested the matter of 20mph be placed on the next full council agenda.

023/116 DURATION OF MEETING:

Chair closed the meeting at 8.03pm.

A handwritten signature in black ink, consisting of a stylized 'G' followed by a horizontal line.