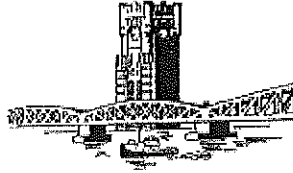


SHOTTON TOWN COUNCIL
CYNGOR DREF



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 8th January 2024 at 6.30 pm in Hwb Cyfle, Shotton CH5 1SA.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'Shirley'.

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 4th December 2023 to be signed by the Chair.

5. CHAIR'S REMARKS:

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
Welsh Government	Welsh Government: News	06/12/2023
Flintshire County Council	Don't WASTE the chance to have your say	06/12/2023
Flintshire County Council	Local Toilet Strategy Consultation	06/12/2023
North Wales Community Alert	DISPERSAL ORDER - FLINTSHIRE NORTH [#192050732]	11/12/2023
Flintshire County Council	Consultation on Draft Supplementary Planning Guidance – SPG	14/12/2023
Ambition NW	Flintshire's Local Area Energy Planning Workshop - Feedback & Information	14/12/2023
Members Services	Emergency Cover Review Update	03/01/2024
Flintshire County Council	We want to hear from you!	03/01/2024
One Voice Wales	Guest blog: Working together for an Age-Friendly Wales	03/01/2024
One Voice Wales	New consultation: Future spending purposes for dormant assets funding in Wales	03/01/2024
One Voice Wales	2024 - JANUARY, FEBRUARY & MARCH 2023 TRAINING DATES / DYDDIADAU HYFFORDDIANT IONAWR, CHWEFWR A MAWRTH - 2024	03/01/2024
North Wales Community Alert	Last few days for people of North Wales to say how much they will pay for policing [#200700217]	03/01/2024
One Voice Wales	FW: Communication about digital training for distribution	03/01/2024

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

Updates & requests:

- Rainbow Biz send their thanks for the donation for their Christmas party.
- There is a Joint Maintenance agreement meeting scheduled to be held on 17th January 2024.
- A quote has been received from Scottish Power for the new lighting columns for Wellington Street/Grosvenor Road @ £2,611.87 each.
- The clerk will begin research into the formation of the Friends of Shotton working group.

11. PLANNING

a) PLANNING APPLICATIONS:

Planning Application Number	Proposal	Address
FUL/000564/23	CHANGE OF USE OF DOWNSTAIRS DOCTORS SURGERY TO RESIDENTIAL AT NO.19 INCLUDING REAR EXTENSION. REFURBISHMENT AND REMODELLING OF NO.19 A.	19 Ash Grove, Shotton, Deeside, CH8 9DE

* 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:

None

a) Record of payments made in December 2023:

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	
Viking Office Uk Ltd	Consumables/stamps	£179.86	21/11/2023	103	BACS	
Canda Copying Ltd	Printing Charges	£15.68	01/12/2023	104	BACS	
Canda Copying Ltd	Copier hire	£86.40	01/12/2023	105	BACS	
Scottish Power	33 Club Monthly payment plan	£100.31	30/11/2023	106	BACS	023/31
Rainbow Biz CIC	Financial Assistance grant	£150.00	05/12/2023	107	BACS	023/152
Cash Withdrawal	Room hire, Christmas tree, Chair's allowance	£210.00	06/12/2023	108	CASH	023/125,023/114
St. Ethelwolds VA School	Financial Assistance grant	£300.00	07/12/2023	109	BACS	023/152
Britisg Gas	Office Electricity	£211.26	11/12/2023	110	BACS	023/31
		£8,341.18				

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

b) To approve submitted accounts for January payment:

Supplier	Description	Amount	Invoice date	Voucher number	Method of payment	Minute ref pre-authorisation
Combined Staffing costs	Salary, NI/PAYE, Pension	£2,406.68	07/12/2023	111-113	BACS	023/31
Hawarden Community Council	Maintenance Charges December 23	£5,214.85	14/12/2023	114	BACS	
Flintshire County Council	33 Club Recreational Ground Annual Re	£1.00	01/01/2024	115	BACS	
SSE Energy Solutions	Streetlighting 02/11/23-30/11/23	£1,519.25	19/12/2023	116	DD	023/31
Flintshire County Council	Memorial Garden Annual Rent	£100.00	01/01/2024	117	BACS	
ESET	Internet Security Annual Charge	£31.79	03/01/2024	118	Card	
Scottish Power	33 Club Monthly payment plan	£100.31	01/01/2024	119	BACS	023/31
		£9,373.88				

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

c) December income:

Date	From	Description	Sum
11/12/2023	Lloyds Bank	Gross Interest (Business Account)	£20.35
11/12/2023	Lloyds Bank	Gross Interest (Deposit Account)	£38.62
28/12/2023	Flintshire County Council	Precept (3 of 3)	£59,303.33
		Total	£59,362.30

d) Other Financial Matters: –

None

13. 2024/25 BUDGET & PRECEPT:

There is to be a Finance Committee meeting scheduled for Monday 22nd January to enable discussion of the precept & budget prior to approval at the February full council meeting. Members are requested to inform fellow members/clerk of preferred priorities for the forthcoming budget.

14. QUARTER 3 BANK RECONCILIATION/BUDGET ANALYSIS:

Members are requested to assess the attached documents.

The following reports have been circulated:

Cashbook transactions April 23 – December 23

Annual Budget Report April 23 – December 23

Earmarked Reserve balances – December 23

Bank Reconciliation Statements – December 23

15. FINANCIAL ASSISTANCE POLICY:

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

16. ROSPA REPORT SITE MEETING – KING GEORGE STREET:

Ward members are invited to meet with the Maintenance team to discuss an action plan for remedial/improvement works. (see attached document). Members to consider a suitable date/time.

17. ST. DAVID'S DAY PLANS:

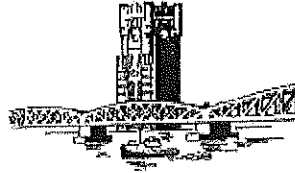
Members are requested to consider any further development on usual St. David's day collaboration with Menter Iaith Best shop window 2024.

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 December 2023
Commencing 6.30 pm, Hwb Cyfle, Shotton.

TO RECORD ATTENDANCE:

Chair: Councillor Chris Risley

Councillors: Doreen Mackie, Mike Evans, Kelly Evans-Brown, David Evans, Elwyn Jones, Tom Oldfield, Dean Ashfield.

Officers: Collette Lowry (Clerk & Responsible Financial Officer)

Public gallery: 5 members of public & 1 online

023/137 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, Dean Stenner, Gillian Brockley, Gary Cooper & Sean Bibby also sent apologies with the reasons being approved.

023/138 DECLARATIONS OF INTEREST:

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

Councillor Chris Risley declared a personal interest for item 11.

023/139 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.

The minutes of the meeting of 6th November 2023 were proposed as an accurate record and would be signed by the Chair of the Council.

023/140 CHAIR'S REMARKS:

The Chair, Councillor Chris Risley called for a 1 minutes silence mark the sad passing of Councillor Ron Davies's wife.

He updated members on the Remembrance Sunday service and noted the attendance was remarkable on such a cold and wet day.

023/141 PUBLIC SPEAKING:

There were no such requests.

023/142 TOWN MAINTENANCE (including Streetscene reports):

Members discussed/reported various Streetscene related matters including the overgrown path on Melrose Avenue, the sloppy path between the 33 Club and Edward Morgan school, the green bin issue by B&M & various fly tipping spots within the wards.

IT WAS RESOLVED:

1. To request a F.O.I report detailing statistics/costs/investigations & prosecutions of fly tipping/side waste in Flintshire throughout the past year.
2. To request larger square bins at the Central Drive shop area
3. To report matters raised to the area Streetscene Officer.

023/143 LIGHTING:

There were no new issues arising. Members reported that the faulty Asda lights had again been reported to head office and that a dual light by the 33 Club had been installed.

023/144 POLICE ITEMS:

Members reported an instance of off-road bikes presence near Hwb Cyfle and reminded council that enforcement of the 20mph would be in effect from 17th December.

023/145 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 noted the information items circulated via email throughout the previous month.

Updates & requests:

1. **IT WAS RESOLVED:** to commit to the British Gas Lite for a further 1-year contract for the office electricity before prices increased further.
2. Members were informed of the NALC pay award.

3. Members were informed the Clerk had attended the OVW/SLCC online conference.
4. Members were informed there was to be another Interservices debrief the following day. Members reported various matters for Councillor Elwyn Jones to forward to the committee.
5. Members were informed the Christmas lights would be completed that week.

023/146 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

IT WAS RESOLVED: to respond to Flintshire County Council with no objection to ADV/000994/23, ADV/000992/23 and ADV/000993/23 but to object to FUL/000990/23 on the basis of concerns with regards to litter and operating times.

b) PLANNING DECISIONS:

There were 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. Members discussed the application.

023/147 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)

IT WAS RESOLVED: to note and approve November 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	£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	
Canda Copying Ltd	Printing Charges	£15.68	01/12/2023	104	BACS	
Canda Copying Ltd	Copier hire	£86.40	01/12/2023	105	BACS	
Scottish Power	33 Club Monthly payment plan	£100.31	30/11/2023	106	BACS	023/31
		£7,470.92				

IT WAS RESOLVED: to approve December accounts for payment.

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

IT WAS RESOLVED: to note income for October 2023.

d) Other Financial Matters: –

There were none.

023/148 SUMMER PLAYScheme – AGREEMENT IN PRINCIPLE:

Members were 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 was also 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 had 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 were 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)

IT WAS RESOLVED:

1. To agree in principle to a 6 week scheme for 2024, along with a request for an additional member of staff.
2. To defer decisions for 2025/6 and wait for a decision from Welsh Government regarding summer holiday dates.
3. To defer committing to additional schemes until the next summer playscheme in its new format had been completed.

023/149 FIT, FED & READ SUPPORT APPLICATION:

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

Members considered the request.

IT WAS RESOLVED: to support the request of £1000 financial contribution to the scheme.

023/150 LOCAL RESOLUTION PROTOCOL POLICY:

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

IT WAS RESOLVED: to adopt the policy.

023/151 FINANCIAL ASSISTANCE POLICY:

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

IT WAS RESOLVED: to slightly amend the policy in order to require applicants to provide minutes of decision noting intention to request grants and move policy approval to the next agenda.

023/152 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 were 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)

IT WAS RESOLVED:

1. To donate £150 to RainbowBiz CIC
2. To donate £300 to St. Ethelwold school councils to assist with costs not otherwise covered within the school budget.

023/153 COMMUNITY WARDEN INTRODUCTION – Member's agenda item:

Members considered 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 reported further.

IT WAS RESOLVED:

1. To develop the details of the idea further and research community recruitment before revisiting the topic at a later meeting.
2. To name the group "Friends of Shotton".

023/154 MEMBERS INFORMATION ITEMS:

Councillor Kelly Evans-Brown informed members the Hwb Cyfle Christmas Fair had raised £1600.

023/155 DURATION OF MEETING:

Chair closed the meeting at 20.14 pm.