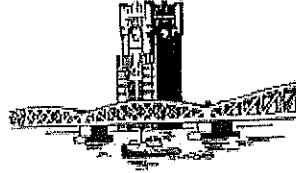


**SHOTTON TOWN COUNCIL**  
**CYNGOR DREF**



**Note:** The following meeting will be a hybrid meeting. If members of the public or press wish to attend remotely, please use the following link or email the clerk:

[townclerk@shotton-tc.co.uk](mailto:townclerk@shotton-tc.co.uk) for further guidance.

[https://teams.microsoft.com/l/meetup-](https://teams.microsoft.com/l/meetup-join/19%3ameeting_NGNlYzIzODItNTY5Zi00MTAxLTg5NmEtY2VmYmRhMjg2ZDU5%40thre)

[join/19%3ameeting\\_NGNlYzIzODItNTY5Zi00MTAxLTg5NmEtY2VmYmRhMjg2ZDU5%40thre](https://teams.microsoft.com/l/meetup-join/19%3ameeting_NGNlYzIzODItNTY5Zi00MTAxLTg5NmEtY2VmYmRhMjg2ZDU5%40thre)

[ead.v2/0?context=%7b%22Tid%22%3a%22a4ab1bfd-8052-408e-8e2b-](https://teams.microsoft.com/l/meetup-join/19%3ameeting_NGNlYzIzODItNTY5Zi00MTAxLTg5NmEtY2VmYmRhMjg2ZDU5%40thre)

[88cfc2a95d93%22%2c%22Oid%22%3a%223e7214c7-89fc-47fb-b9ca-9242bfc8bac%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_NGNlYzIzODItNTY5Zi00MTAxLTg5NmEtY2VmYmRhMjg2ZDU5%40thre)

**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 March 2024 at 6.30 pm in Hwb Cyfle, Shotton CH5 1SA.

Yours sincerely,

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

Clerk & Financial Officer

---

Contact: [townclerk@shotton-tc.co.uk](mailto: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 5<sup>th</sup> February 2024 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:  
Pothole on Dodd's Court now repaired
- b) Members to report any matters not previously reported.
- c) Freedom of information request regarding enforcement statistics response has now been received detailing evidence & prosecutions. (email distributed to members)

**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
North Wales Community Alerts	The February edition of OUR NEWS is here	06/02/2024
Ambition North Wales	Flintshire's Local Area Energy Planning Workshop - Draft Report Feedback	08/02/2024
Planning Inspectorate	EN010166 - Connah's Quay Lower Carbon Power Project - EIA Scoping Notification and Consultation	19/02/2024
Flintshire County Council	Update on 20mph exceptions applications	16/02/2024
North Wales Community Alerts	Criminal Exploitation in your area [#219015027]	19/02/2024
Flintshire County Council	Freedom of Information request response	27/02/2024

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

**Updates & requests:**

- a) St. David's day Menter Iaith competition - Councillor Kelly Evans-Brown, along with service users and staff member Jade from Hwb Cyfle, joined Menter Iaith in judging the best shop window to celebrate St. David's day. 1st place was awarded to Best of the Bunch, 2nd prize to RainbowBiz CIC and 3rd to Rivertown Church.
- b) Attended Planning Aid Wales – Responding to Planning Applications webinar 12<sup>th</sup> February.
- c) Attended One Voice Wales - Digital Communities Wales – Introduction to Online Safety on 14<sup>th</sup> February.
- d) Attended Planning Aid Wales Strategic Development webinar 21<sup>st</sup> February.
- e) The council office has 2 redundant domestic printers which could be of use to a community group. Members to consider. The old PC tower will also be wiped and disposed of.
- f) The Interservices AGM is scheduled to be held on 20<sup>th</sup> March 2024.

## 11. PLANNING

### a) PLANNING APPLICATIONS:

None

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

### b) PLANNING DECISIONS:

FUL/000017/24	Refurbishment of the shopfront with the installation of new doors, glazing and timber effect cladding. Minor reconfiguration of parking bays, introduction of 3 no. cycle racks, new patio furniture with Buton fencing and replacement hardstanding areas with associated works to the site.	Pizza Hut, Evans Way, Shotton, Deeside, CH5 1QJ	Approved
ADV/000016/24	Various Site Signage - including 2 no. Banner Units and 22 no. Dot Signs comprising 4 no. Accessible Bays, 2 no. No Entry, 7 no. Pedestrian Crossing, 2 no. Give Way 4 no. Caution Look Left AND 3 no. Caution Look Right.	Pizza Hut, Evans Way, Shotton, Deeside, CH5 1QJ	Approved
ADV/000015/24	The relocation of approved signage under ADV/000994/23, to comprise 3 no. white internally illuminated "McDonald's" letterset and 2 no. yellow internally illuminated "Golden Arch".	Pizza Hut, Evans Way, Shotton, Deeside, CH5 1QJ	Approved
ADV/000054/24	REPLACEMENT SIGNAGE	41A, Chester Road West, Shotton, Deeside, CH5 1BY	Approved
ADV/000014/24	Relocation of approved freestanding totem under ADV/000993/23.	Pizza Hut, Evans Way, Shotton, Deeside, CH5 1QJ	Approved

### c) PLANNING UPDATES/AMENDMENTS:

None

## 12. ACCOUNTS:

### a) Record of payments made in February 2024:

Supplier	Description	Amount	Invoice date	Voucher number	Method of payment	Minute ref pre-authorisation
Combined Staffing costs	Salary, NI/PAYE, Pension	£2,406.68	07/02/2024	123-125	BACS	023/31
Hawarden Community Council	Maintenance Charges January 23	£3,961.03	09/01/2024	121	BACS	
Hawarden Community Council	Maintenance undercharges Oct 23-Dec	£3,708.17	10/01/2024	122	BACS	
Welsh Water	Office water rates June 23-Dec 23	£79.72	17/01/2024	127	BACS	023/31
Welsh Water	33 Club water rates June 23-Dec 23	£68.43	01/01/2024	128	BACS	023/31
Viking Direct	Office consumables & stationery	£84.07	31/01/2024	129	BACS	
Interservice Committee	2023 Remembrance service expenditure	£360.25	05/02/2024	130	BACS	
British Telecom	Nov-April telephone/broadband fees	£270.19	02/02/2024	131	BACS	
Hwb Cyfle	Meeting room hire Jan/Feb	£20.00	05/02/2024	132	BACS	
SSE Energy Solutions	December 23 Streetlighting	£1,624.03	13/02/2024	140	DD	023/31
British Gas	Office electricity 8 Jan-9 Feb 24	£199.41	13/02/2024	139	DD	023/31
		£12,781.98				

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

**b) To approve submitted accounts for March 2024 payment:**

Supplier	Description	Amount	Invoice date	Voucher number	Method of payment	Minute ref pre-authorisation
Combined Staffing costs	Salary, NI/PAYE, Pension	£2,453.04	07/02/2024	134, 135, 136, 138	BACS	023/31
Hawarden Community Council	Maintenance Charges January 23	£3,961.03	09/01/2024	121	BACS	
Hwb Cyfle	March room hire	£10.00	04/03/2024	141	CASH	
Hwb Cyfle	St.David's day decorations donation	£50.00	04/03/2024	137	BACS	
Zurich Municipal	STC Insurance 24-25	£1,350.93	08/02/2024	133	BACS	
		£7,825.00				

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

**c) February 2024 income:**

Date	From	Description	Sum
09/02/2024	Lloyds Bank	Gross Interest (Business Account)	£43.39
09/02/2024	Lloyds Bank	Gross Interest (Deposit Account)	£52.39
		<b>Total</b>	<b>£95.78</b>

**d) Other Financial Matters: –**

**Telephone/broadband suppliers:**

Members to consider either remaining with BT and keeping existing telephone number at a cost of £66.72 a month or transferring to Sky Business for broadband/digital phone line for a 2 year contract at £24.95 a month, with potential Openreach fees of £99, and a set up fee of £79.00.

**13. RISK ASSESSMENT POLICY:**

Members are requested to review the attached policy and adopt.

**14. DATA PROTECTION POLICY:**

Members are requested to review the attached policy and adopt.

**15. D-DAY:**

Members are requested to consider participating in the D-Day Lamp of Peace project (document attached). Connah's Quay Town Council have been approached to ascertain interest in sharing the cost.

**OR**

Members to consider requesting a local group or organisation host the scheme on 6<sup>th</sup> June 2024 with the council to fund the costs of £55.00.

**16. CONNAH'S QUAY LOW CARBON POWER PROJECT:**

Regarding proposals to develop a new low carbon power station at Connah's Quay, a statutory body consultation has been launched until 8<sup>th</sup> March, with a non-statutory consultation running until 25<sup>th</sup> March. Information has been previously circulated and members are requested to submit a collective response.

**17. HIGH STREET IMPROVEMENT SCHEME:**

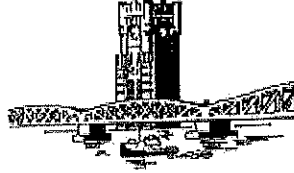
Following a Flintshire County Council information meeting on 20<sup>th</sup> February, County Councillors to report on further developments.

**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**  
**5<sup>th</sup> February 2024**  
**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 Stenner, Dean Ashfield, Gary Cooper, Ron Davies & Gillian Brockley.

**Officers:** Collette Lowry (Clerk & Responsible Financial Officer)

**Public gallery:** 3 members of public & 1 online, 2 Police Officers

**023/174 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).  
Councillor Sean Bibby was recorded as absent.

**023/175 DECLARATIONS OF INTEREST:**

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

Councillor Kelly Evans-Brown declared a personal interest in Agenda item 18 (St. David's Day/Menter Iaith event).

**023/176 THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

To consider the exclusion of the public and press for the following agenda item no 5 which relates to sensitive information such as the salary of the town clerk.

**IT WAS RESOLVED:** to move the agenda item to the end of the meeting in order to exclude any public present.

**023/177 2024/25 BUDGET & PRECEPT:**

Following the Finance Committee meeting held on 22<sup>nd</sup> January to review in depth the proposed draft budget, members were requested to consider and

approve the recommended figures in order to request the agreed precept amount.

- a) To set the expenditure budget at £169,685
- b) To request the precept as following:

24/25		
Draft precept		£180,000.00
Tax base		£2,215.01
Band D charge		£81.26
Increase/decrease		£0.48
Percentage		0.60%

(moved to end of meeting)

**IT WAS RESOLVED:** to approve the recommendations set by the Finance Committee on 22<sup>nd</sup> January and approve the budget/precept with no amendments. Members thanked the clerk for the preparation of the documents.

#### 023/178 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 8<sup>th</sup> January 2024 to be signed by the Chair.

**IT WAS RESOLVED:** that the minutes of the Full Council meeting of 8<sup>th</sup> January 2024 be proposed as an accurate record and would be signed by the Chair of the Council.

- 2) The minutes of the Finance Committee meeting held on 22<sup>nd</sup> January 2024 to be signed by the Chair.

**IT WAS RESOLVED:** that the minutes of the Finance Committee meeting of 22<sup>nd</sup> January 2024 be proposed as an accurate record and would be signed by the Chair of the Committee.

#### 023/179 CHAIR'S REMARKS:

There were no such remarks.

#### 023/180 PUBLIC SPEAKING:

None

#### 023/181 TOWN MAINTENANCE (including Streetscene reports):

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

Members discussed/reported various Streetscene related matters including tipping on Salisbury Street, the dirty subway, the Veolia bin, potholes at Dodd's Court and the slipping hazards on the safe route to school.

**IT WAS RESOLVED:** to request a response from County Council detailing plans for addressing the outstanding matters.

#### 023/182 LIGHTING:

- a) Members to report any matters arising.

It was reported that the light on the path from the 33 club towards the Edward Morgan school and the warning sign towards the top of Shotton Lane was still faulty.

**IT WAS RESOLVED:** for Councillor Ron Davies to report.

**023/183 POLICE ITEMS:**

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

NWP have made contact with the following information regarding the recent burglary on Chevrons Road: "Our NPT has conducted CCTV and house to house enquiries. We have also provided a ring doorbell to the victim and crime prevention advice. We have also provided We Don't Buy Crime prevention packs to the surrounding properties. Patrols will also be increased in the area".

Members noted the update from the police regarding the burglary on Chevrons Road.

Members discussed a letter of concern from a member of public regarding the issue of cyclists using pavements and discussed the ongoing issue of obstructive parking.

The police present informed council they would discuss matters with the Sergeant and Inspector and that they could possibly implement a new Operation.

**023/184 CLERK'S REPORT:  
Communications:**

Sender	Item	Date circulated
North Wales Fire and Rescue Service	Latest news from North Wales Fire and Rescue Service	08/01/2024
Welsh Government	Welsh Government: News	08/01/2024
North Wales Community Alerts	SAFER CYCLIST [#202213595]	08/01/2024
North Wales Community Alerts	The January 2024 edition of OUR NEWS is here	08/01/2024
One Voice Wales	Community Speed Watch	18/01/2024
Flintshire County Council	Flintshire Facebook Account is Now Live	18/01/2024
North Wales Community Alerts	Free Taster Lunch Rivertown Church	18/01/2024
North Wales Community Alerts	We would like your help	22/01/2024
Welsh Government	Welsh Government: News	22/01/2024
North and Mid Wales Association of Local Councils	Minutes	22/01/2024
North Wales Community Alerts	Burglary on Chevrons Road, Shotton	23/01/2024
Clerk	Bank Hub Community Request	29/01/2024
North Wales Community Alerts	Fake emails claiming to be from TV Licensing	30/01/2024
One Voice Wales	Cyber Resilience Centre for Wales - January 2024 newsletter	30/01/2024

Members noted the information items circulated via email throughout the previous month.

**Updates & requests:**

**The clerk updated council on the following:**



- a) That a playscheme final decision was required – Agreed in principle December 2023, (resolution 025/142) for 6 weeks scheme & 1 additional member of staff.  
**IT WAS RESOLVED:** to formally commit to the scheme.
- b) That although a date for the King George Street play area review had been pencilled in for ward members, other schemes needed to take priority with the maintenance scheme.  
**IT WAS RESOLVED:** to reschedule the meeting in approximately 6 weeks time.
- c) As requested at the Finance Committee meeting, the clerk had compared interest rates against other high street banks. Lloyds Bank offer an interest rate of 1.31% which falls slightly lower by 0.1% to similar banks. Members noted the information.
- d) Resolution 023/166 (d); the clerk had received a response from Link who confirmed Shotton was not eligible to be considered for a banking hub.  
**IT WAS RESOLVED:** to relay the information to the public via social media/website.
- e) That the Freedom of Information request for fly tipping statistics (resolution 023/142), deadline for response was 01/02/2024. The clerk had chased the request and was awaiting a reply.
- f) That the cableway ordered for North Street via the match funding scheme was scheduled for installation in February/March.
- g) That the Flintshire Standards Committee required collective nominations for their vacancy.  
**IT WAS RESOLVED:** to inform Flintshire County Council that Councillor Russell Davies and Councillor Ros Griffiths be considered as 1<sup>st</sup> & 2<sup>nd</sup> choice.
- h) That the Fit, Fed & Read scheme would continue on Central Drive throughout the summer break.

## 023/185 PLANNING

### a) PLANNING APPLICATIONS:

Planning Application Number	Proposal	Address
COU/000010/24	CHANGE OF USE CLASS A1 (CAKE SHOP) TO A3	94, Chester Road West, Shotton, Deeside
ADV/000015/24	THE RELOCATION OF APPROVED SIGNAGE UNDER ADV/000994/23, TO COMPRISE 3 NO. WHITE INTERNALLY ILLUMINATED "MCDONALD'S" LETTERSET AND 2 NO. YELLOW INTERNALLY ILLUMINATED "GOLDEN ARCH"	Pizza Hut, Evans Way, Shotton, Deeside, CH5 1QJ
FUL/000021/24	APPLICATION FOR REMOVAL OR VARIATION OF CONDITION NO. 2, FOLLOWING GRANT OF PLANNING PERMISSION	THE CO-OPERATIVE, High Street, Connahs Quay, Deeside, CH5 4DD
FUL/000019/24	REMODELLING OF THE GROUND AND FIRST FLOOR TO CREATE 1 NEW DWELLING AND REMODEL THE EXISTING DWELLING ON THE FIRST FLOOR	31, Chester Road West, Shotton, Deeside, CH5 1BY
ADV/000054/24	REPLACEMENT SIGNAGE	41A, Chester Road West, Shotton, Deeside, CH5 1BY

Members discussed the applications presented.

**IT WAS RESOLVED:** to send responses as follows to Flintshire County Council:

- 1) COU/000010/24 – no objections
- 2) ADV/000015/24 - no objections
- 3) FUL/000021/24 – no observations as not in Shotton ward
- 4) FUL/000019/24 – object on grounds of loss of commercial property to town
- 5) ADV/00005/24 – no objections.

**b) PLANNING DECISIONS:**

Members were informed that application FUL/001101/23 had been refused.

**c) PLANNING UPDATES/AMENDMENTS:**

**NOTIFICATION OF PLANNING APPLICATION - Amendments to submitted application COU/000312/23**

Proposal: Change of Use from Class C3 (Single Residential Dwelling) to Class C4 (House of Multiple Occupancy)

Location: 4, Salisbury Street, Shotton, Deeside, CH5 1DR

Members discussed the application

**IT WAS RESOLVED:** to object to the application.

**023/186 ACCOUNTS:**

**a) Record of payments made in January 2024:**

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 Rent	£100.00	01/01/2024	115	BACS	
SSE Energy Solutions	Streetlighting 02/11/23-30/11/23	£1,539.25	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
British Gas	December 23 Office electricity	£80.42	08/01/2024	120	DD	023/31
Microsoft Office	Annual Subscription	£148.32	19/01/2024	126	Card	023/31
		£9,602.62				

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

**IT WAS RESOLVED:** to note and approve the January 2024 accounts.

**b) To approve submitted accounts for February 2024 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	07/02/2024	123-125	BACS	023/31
Hawarden Community Council	Maintenance Charges January 23	£3,961.03	09/01/2024	121	BACS	
Hawarden Community Council	Maintenance undercharges Oct 23-Dec	£3,708.17	10/01/2024	122	BACS	
Welsh Water	Office water rates June 23-Dec 23	£79.72	17/01/2024	127	BACS	023/31
Welsh Water	33 Club water rates June 23-Dec 23	£68.43	01/01/2024	128	BACS	023/31
Viking Direct	Office consumables & stationery	£84.07	31/01/2024	129	BACS	
Interservice Committee	2023 Remembrance service expenditure	£360.25	05/02/2024	130	BACS	
British Telecom	Nov-April telephone/broadband fees	£270.19	02/02/2024	131	BACS	
Hwb Cyfle	Meeting room hire Jan/Feb	£20.00	05/02/2024	132	BACS	
		£10,958.54				

**IT WAS RESOLVED:** to approve February 2024 accounts for payment.

**c) January 2024 income:**

Date	From	Description	Sum
09/01/2024	Lloyds Bank	Gross Interest (Business Account)	£27.34
09/01/2024	Lloyds Bank	Gross Interest (Deposit Account)	£37.92
		<b>Total</b>	<b>£65.26</b>

**IT WAS RESOLVED:** to note income for January 2024.

**d) Other Financial Matters: –**

Members to consider the Interservices invoice relating to shared costs of Remembrance Day 2023.

**IT WAS RESOLVED:** to approve for payment the invoice presented by the Interservices Committee, but to request copies of invoices of services provided.

**023/187 JOINT MAINTENANCE AGREEMENT:**

A meeting between Hawarden Community Council, Broughton & Bretton Community Council & Shotton Town Council was held on 18<sup>th</sup> January 2024 to review the Joint Maintenance agreement. Draft minutes had been circulated to members (attached). The Chair is also requested to sign the attached agreement.

Members noted the minutes.

**IT WAS RESOLVED:** for the Chair to sign the agreement.

**023/188 FINANCIAL RESERVES POLICY:**

Members are requested to review the attached policy and adopt.

**IT WAS RESOLVED:** to approve the policy.

**023/189 HIGH STREET IMPROVEMENT SCHEME:**

County Councillors to report on further developments.

Members discussed the forthcoming scheduled meeting with Flintshire County Council.

**IT WAS RESOLVED:** for County members to request documents for inspection prior to the meeting.

*(Councillor Gillian Brockley exited the meeting 19.30.)*

**023/190 ST. DAVID'S DAY PLANS:**

Menter Iaith's best business window judging was to take place on Monday 26<sup>th</sup> February at 10.30 am. The Chair would be assisted in the judging by representatives from Hwb Cyfle who were also decorating the high street.

**Members were requested to consider** a donation from the events budget to Hwb Cyfle for the art materials used in creating the decorations.

In addition, arrangements had been made by Flintshire County Council to hold a school performance on Thursday, 29th January: Llys Eleanor, Shotton.

**IT WAS RESOLVED:**

- a) for Councillors Dean Stenner & Kelly Evans-Brown to visit the high street businesses to recruit participants for the best window competition

- b) for Councillor Doreen Mackie to attend the judging on 26<sup>th</sup> February
- c) for the council to donate £50 to Hwb Cyfle in lieu of art materials provided for the event.

**023/191 BUCKINGHAM PALACE GARDEN PARTY NOMINATIONS:**

The King will give two Garden Parties at Buckingham Palace this year on Wednesday 8th May and Tuesday 21st May. (The successful Councillor will be allocated one of these dates so they must be available for both)  
The Palace wishes to reward Councillors who have gone above and beyond for their communities so are requesting nominations from local councils. All nominations will be placed in a draw and only the councils who have been successful will be notified. Previous attendees are not eligible to be nominated.

**IT WAS RESOLVED:** for Councillor Chris Risley be nominated to be placed in the draw to attend the Buckingham Palace Garden party.

**023/192 KING GEORGE STREET FOOTBALL PITCH HIRE REQUEST:**

Deeside Dragons had requested the use of the football pitch on either Saturdays or Sundays. Members were requested to consider.

**IT WAS RESOLVED:** to provisionally agree the request pending the applicant seek permission from Ysgol Ty Ffynnon.

**023/193 MEMBERS INFORMATION ITEMS:**

To receive Town Councillor updates on any relevant issues not otherwise covered on the agenda.  
There were no such reports.

**023/194 DURATION OF MEETING:**

Chair closed the meeting at 19.58

## **Collette Lowry - Shotton Town Clerk**

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**From:** foi@flintshire.gov.uk  
**Sent:** 25 February 2024 16:42  
**To:** Collette Lowry - Shotton Town Clerk  
**Subject:** Your request for information - E00018509

Dear Mrs Lowry

I write in relation to where you have asked the following.

**At our December meeting we were provided with evidence of more flytipping/side waste in Shotton.**

**Members resolved for me to make of Freedom of Information Act request if possible for the following:**

- **Provision of reports/statistics detailing how effective the investigations are**

From the 1/4/23 up to current date.

We have 122 individual CRM reports of fly tipping recorded within Shotton of which 5 of the 122 had evidence relating to an individual or group of individuals recovered.

From this evidence, 10 letters have been sent inviting potential offenders for PACE interviews under caution in connection with waste deposited in Shotton.

Failure to respond to two requests to attend a PACE interview (first and second request) will result in legal review and possible progress to court.

Dependant on the scale of the fly tip, enforcement will look to issue a Fixed Penalty Notice in the first instance but if we are unable to do this, as the individual is either not acknowledging letters from the officer, has moved address and appears untraceable, or the level of waste is considerable then prosecution will be considered upon further investigation and advice from the legal department.

**How many prosecutions have been made in the past year**

There has been 1 Fixed Penalty issued to an individual from a Flytipping report which involved a single bag of waste (classified as litter).

There has been 1 Fixed Penalty issued to someone living in the Shotton area for flytipping outside of the Shotton area.

There are 10 section 46 notices issued against properties within the Shotton area for excess waste presentation. A higher number of properties will have received a first written warning/engagement letter.

- **How much does it cost the County for removal of this fly tipping in Flintshire**

It is not possible to provide you with the details you have requested as budget monitoring within the department is inclusive of a generic service delivery model and does not isolate costs attributed to fly-tip removal alone. However, Welsh Government publish estimated average costs for the clearance of Lfy-tips by Authority as Official Statistics, which can be found by following the link below:

<https://statswales.gov.wales/Catalogue/Environment-and-Countryside/Fly-tipping/clearancecostsofflytipping-by-localauthority>

Yours sincerely

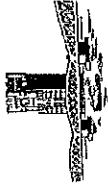
FOI Contact Officer

The contents of this communication and any enclosed documents may be subject to copyright protection. It has been sent to you for your information and you may use it for any non-commercial research you may be doing or undertaking. Its contents can also be used for the purposes of news reporting. Any other re-use, for example, commercial publication or publication on a website, requires the permission of this Council. If you wish to re-use this information please contact us, letting us know how you wish to re-use it and what the intended audience will be so that we can consider your request. This information should be sent to: The Information Governance Manager, Information Governance Team, Flintshire County Council, County Hall, Mold, Flintshire CH7 6NB, or [information.governance.team@flintshire.gov.uk](mailto:information.governance.team@flintshire.gov.uk).

If you are dissatisfied with the Council's handling of your request for information, you can ask for an internal review within 2 months of the date of this response. Where your complaint is a complex one it may not be possible to deal with it within the above timescales. In such a situation a progress report will be sent within the above timescales.

Requests for an internal review should be addressed to the Council's Information Governance Manager at:

Information Governance Team, County Hall, Mold, CH7 6NA



## SHOTTON TOWN COUNCIL

### FINANCIAL RISK ASSESSMENT 2023-24

RISK	POSSIBLE CONSEQUENCE	Potential Impact H/M/L	Likelihood of Occurrence H/M/L	CONTROLS
Loss or damage to physical assets (excluding footway lighting columns and play equipment)	Unable to use assets. Expense of replacing assets	H	M	Adequate Insurance Cover Up to date Asset Register Regular Maintenance Arrangements (JMA with Hawarden Community Council)
Damage to third party property or individuals	Risk of legal action arising from injury or damage to third party property	H	M	Public Liability Insurance Regular maintenance of Physical assets Adherence to safe working practices

Loss of cash through theft or dishonesty	Council unable to provide services and meet its expenses  Damage to reputation of Council	H	L	Fidelity Guarantee Insurance  Internal controls to prevent and detect fraud  Budgetary controls  Regular reconciliation of bank statements to financial records
Provision of services through a partnership agreement	Works not being carried out in accordance with agreement	L	L	Bi-annual review meetings  Monthly re-charge invoices would highlight any spend irregularities
Complaint that Contract is not fairly awarded	Investigation by External Auditor leading to increased fees, public interest report	H	L	Standing Orders and financial regulations in place dealing with awarding of contracts
Incurring 'ultra vires' expenditure	Local elector challenge, District Audit investigation/Public Interest Report	H	L	Recording in the Minutes the powers under which non-routine and Section 137 expenditure is approved

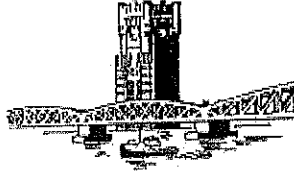


Inadequate precept	Council unable to provide all its intended services and commitments. Council run out of funds	H	L	Establish budget and monitor throughout year
Poor management of funds	Bank charges Loss of Interest	L	L	Budgetary control Regular bank reconciliation
Requirements for VAT not being met	Entitlement to reclaim VAT for a period being lost	L	L	Annual returns submitted following each year end.
Requirements under employment law and Inland Revenue regulations not being met	Liability for unpaid tax Inland Revenue fines Legal action by an employee	H	L	Regular returns to Inland Revenue on monthly and annual basis Staff contracts in place

<b>RISK</b>	<b>POSSIBLE CONSEQUENCE</b>	<b>Potential Impact H/M/L</b>	<b>Likelihood of Occurrence H/M/L</b>	<b>CONTROLS</b>
Keeping proper financial records	Council runs out of money Dishonesty by staff	H	L	Regular updating of receipts and payment ledger Regular bank reconciliation Sound Expenditure and Income policies in place Appointment of Internal Auditor
Proper, timely and accurate reporting of Council business in the Minutes	Unrecorded authorisation of action/expenditure. Challenge by local elector. Investigation by external Auditor. Public Interest report	H	L	Prompt and accurate recording of the Minutes. Minutes submitted to next Meeting for receipt and approval
Damage to footway lighting columns	Cost of replacement of column Lack of service to public	M	L	Most damage is caused by third party vehicles from whom reimbursement is claimed
Damage to Play Equipment	Replacement cost of equipment			Most damage is low-level

	Reduced range of equipment for users	M	L	vandalism, which would fall below an excess figure
Supplier Fraud (procurement) including the adequacy of supplier onboarding controls.	Evidence of risk has increased Could potentially pay a fraudulent supplier	H	M	<p>Robust policies and procedures need to be in place including:</p> <ul style="list-style-type: none"> <li>• Staff training</li> <li>• Rigorous change of supplier details</li> <li>• Period review of supplier accounts</li> <li>• Checking address and financial health details with Companies House (particularly new suppliers)</li> <li>• Sample checks of online payments</li> <li>• Adequacy of insurance cover</li> </ul>

**SHOTTON TOWN COUNCIL**  
**CYNGOR DREF**



**SHOTTON TOWN COUNCIL**

**DATA PROTECTION POLICY**

**STATEMENT OF INTENT**

The Council is required to collect and use certain types of information concerning individuals who come into contact with the Council.

The purpose of the policy is to ensure the confidentially lawful and correct treatment of personal data. To this end, the Council fully endorses and adheres to the principles of data protection as detailed in the Data Protection Act 1998 and any subsequent amendments.

Personal data will be

- Obtained only for lawful and specific purpose(s)
- Relevant to ensure the purpose for collection
- Processed fairly and lawfully under the Act
- Accurate and where necessary kept up to date
- Only kept for a valid duration
- Kept secure and only be made available for the specific purpose(s) unless already in the public domain
- Held and only used within the European economic Area

Personal data will only be kept for, and restricted to the following:

- To meet the requirements of employment
- If necessary for leases associated with the Council owned properties for correspondence purposes

Data may be held within the computer databases or in printed form. Both storage methods will be protected from unauthorised access.

**SHOTTON TOWN COUNCIL**

**INFORMATION SECURITY POLICY**

**STATEMENT OF INTENT**

The purpose of the policy is to ensure the confidentiality, integrity and availability of information is maintained by implementing best practice to minimise risk.

Information exists in many forms including:

- Printed or written on paper
- Stored electronically
- Published on the internet
- Transmitted by post or electronically
- Conversational and voice recorded

Information Security requires the adherence to the Data Protection policies of the Council.

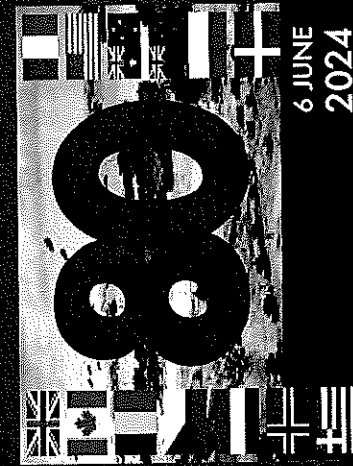
Information Security is primarily vested in the staff employed in the Council's Office. However, individual Councillors are also required to meet the objectives of these policies as well as those contained within the Standing Orders and Code of Conduct.

Where sensitive information is provided, all recipients are expected to respect the nature of such information and afford it the appropriate level of security. Such security will include the prevention of access by unauthorised personnel.

Nothing within this policy, or those for Data Protection, will detract from the basic principles of the Freedom of Information Act.

# The D-Day 80 Lamp Light of Peace

Representing the 'light of peace' that emerged from the darkness of War



There will be many locations such as hospitals, care homes, pubs and restaurants etc, that would like to take part in D-Day 80 on 6th June 2024, but do not have the land or facilities available to light a Beacon. With this in mind, we would like to encourage you to purchase a Lamp Light of Peace, enabling you to participate in this 80th Anniversary of the D-Day landings in Normandy, France, on 6th June 1944, providing you with the opportunity to pay 'tribute' to those that gave so much to enable us to share the freedom we have today.

The light from the flame will represent the 'light of peace' that emerged from the darkness of war, with the lamp providing a very simple and safe way of taking part in this important 80th anniversary occasion, and once used, can be lit again at 11am on every Remembrance Sunday thereafter, in tribute to the many millions that sacrificed their lives during WWII.

Those participating could consider running a raffle or a competition of some kind, with the winner having the honour of lighting the Lamp at 9.15pm on 6th June 2024, coinciding with the lighting of the Beacons throughout the United Kingdom, Channel Islands and the Isle of Man that evening.

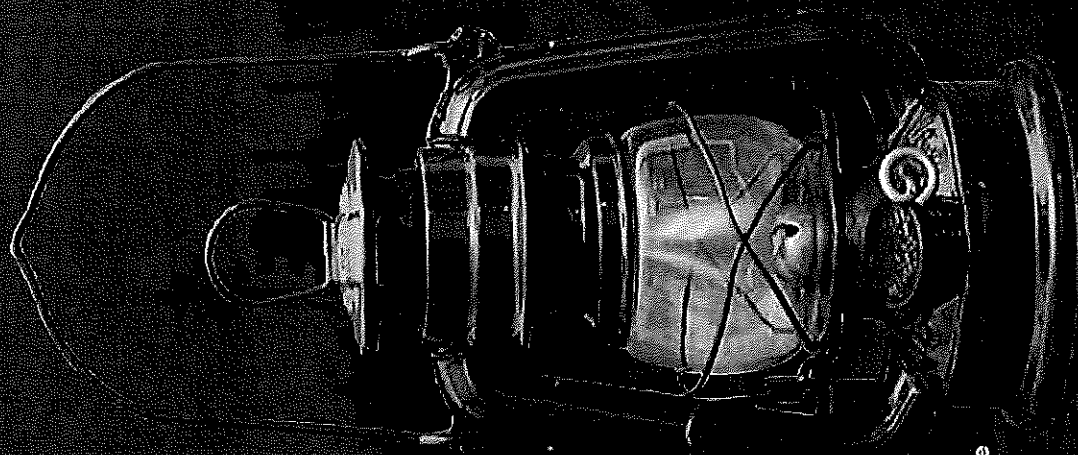
Those taking part with a Lamp Light of Peace, please go to page **53** of the Guide To Taking Part to confirm your involvement by providing the information requested, enabling us to register your participation and keep in contact with you over the forthcoming months. We will then send you your Certificate of Grateful Recognition as shown on page **63** of the Guide. **(IMPORTANT)** - once lit, the Lamp should be left unattended at any time and should be extinguished at the end of the evening, and do at any time attempt to re-fuel it while the Lamp is alight.

**The cost of the lamp is £55.00 including posting and packaging within the United Kingdom, Channel Islands and the Isle of Man. The final date for ordering a lamp is 23rd May 2024. Purchase is for pre-order only, items will be delivered prior to the event.**

**To order and pre-pay for your Lamp Light of Peace, please go to:**  
and click on the photograph

**of the Lamp Light of Peace. If you have any questions please contact**  
Bruno Peek CVO OBE OPR, Pageantmaster at [brunopeek@mac.com](mailto:brunopeek@mac.com)

**Manufacturer recommends: Do not use petrol or spirit. Do not use scented or coloured oils. Use exclusively pure paraffin oil or lamp oil. Outdoor use only. 20 hours light with one tank.**



**TOKEN**  
RETAIL GROUP



# The Planning Inspectorate Yr Arolygiaeth Gynllunio

Environmental Services  
Operations Group 3  
Temple Quay House  
2 The Square  
Bristol, BS1 6PN

Customer: 0303 444 5000  
Services: connahsquay@  
e-mail: planninginspectorate.gov.uk

---

Your Ref:

Our Ref: EN010166-000021

Date: 09 February 2024

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Dear Sir/ Madam

**Planning Act 2008 (as amended) and The Infrastructure Planning  
(Environmental Impact Assessment) Regulations 2017 (the EIA Regulations)  
– Regulations 10 and 11**

**Application by Uniper UK Limited (the Applicant) for an Order granting  
Development Consent for the Connah's Quay Low Carbon Power Project (the  
Proposed Development)**

**Scoping consultation and notification of the Applicant's contact details and  
duty to make available information to the Applicant if requested**

The Applicant has asked the Planning Inspectorate on behalf of the Secretary of State for its opinion (a Scoping Opinion) as to the information to be provided in an Environmental Statement (ES) relating to the Proposed Development.

You can access the report accompanying the request for a Scoping Opinion via our website:

<https://infrastructure.planninginspectorate.gov.uk>

Alternatively, you can use the following direct link:

**Scoping Report (main text and Appendix A):**

<http://infrastructure.planninginspectorate.gov.uk/document/EN010166-000035>

**Scoping Report (Appendices B-E):**

<http://infrastructure.planninginspectorate.gov.uk/document/EN010166-000036>

<https://infrastructure.planninginspectorate.gov.uk>



The Planning Inspectorate has identified you as a consultation body which must be consulted before adopting its Scoping Opinion. The Planning Inspectorate would be grateful therefore if you would:

- Inform the Planning Inspectorate of the information you consider should be provided in the ES; or
- Confirm that you do not have any comments.

If you consider that you are not a consultation body as defined in the EIA Regulations please let us know.

The Planning Inspectorate on behalf of the SoS is entitled to assume under Regulation 10(11) of the EIA Regulations that you do not have any comments to make on the information to be provided in the ES, if you have not responded to this letter by **08/03/2024**. The deadline for consultation responses is a statutory requirement and cannot be extended. Please note that your response will be appended to the Scoping Opinion and published on our website consistent with our openness policy. Any consultation response received after **08/03/2024** will not be included within the Scoping Opinion but will be forwarded to the Applicant for information and will be published on our website as a late response.

The Applicant has provided the Inspectorate with spatial data for the purpose of facilitating the identification of consultation bodies to inform a Scoping Opinion (as set out in our Advice Note 7, available on our website). Requests by consultation bodies to obtain and/or use the spatial data for other purposes should be made directly to the Applicant using the contact details below.

In order to support the smooth facilitation of our service, we strongly advise that any responses are issued via the email identified below rather than by post. Responses to the Planning Inspectorate regarding the Scoping Report should be sent by email to **connahsquay@planninginspectorate.gov.uk**.

Once complete, you will be able to access the Scoping Opinion via our website, using the following link:

<https://infrastructure.planninginspectorate.gov.uk/cy/projects/prosiect-pwer-carbon-isel-cei-connah/?ipcsection=docs> (Gweld y prosiect yn Gymraeg)

<https://infrastructure.planninginspectorate.gov.uk/projects/wales/connahs-quay-low-carbon-power-project/?ipcsection=docs> (View this project in English)

As the Planning Inspectorate has been notified by the Applicant that it intends to prepare an ES, we are also informing you of the Applicant's name and address:

Geoff Bullock on behalf of Uniper UK Limited  
69 Carter Lane  
London  
EC4V 5EQ  
[geoff.bullock@dwd-ltd.co.uk](mailto:geoff.bullock@dwd-ltd.co.uk)



You should also be aware of your duty under Regulation 11(3) of the EIA Regulations, if so requested by the Applicant, to make available information in your possession which is considered relevant to the preparation of the ES.

If you have any queries, please do not hesitate to contact us.

Yours faithfully

*Laura Feekins-Bate*

**Laura Feekins-Bate  
Senior EIA Advisor  
on behalf of the Secretary of State**

This communication does not constitute legal advice.  
Please view our [Privacy Notice](#) before sending information to the Planning Inspectorate.



# The Planning Inspectorate Yr Arolygiaeth Gynllunio

Environmental Services  
Operations Group 3  
Temple Quay House  
2 The Square  
Bristol, BS1 6PN

Customer Services: 0303 444 5000  
e-mail: [connahsquay@planninginspectorate.gov.uk](mailto:connahsquay@planninginspectorate.gov.uk)

Eich Cyf:

Ein Cyf: EN010166-000021

Dyddiad: 8 Chwefror 2024

Annwyl Syr/ Madam

## **Deddf Cynllunio 2008 (fel y'i diwygiwyd) a Rheoliadau Cynllunio Seilwaith (Asesu Effeithiau Amgylcheddol) 2017 – Rheoliad 10 a 11**

**Cais gan Uniper UK Limited am Orchymyn yn Cymeradwyo Caniatâd Datblygu  
ar gyfer Connah's Quay Low Carbon Power Project**

### **Ymgynghoriad cwmpasu a hysbysiad o fanylion cyswllt yr ymgeisydd a'r ddyletswydd i sicrhau bod gwybodaeth ar gael i'r ymgeisydd ar gais**

Mae'r ymgeisydd wedi gofyn i'r Arolygiaeth Gynllunio ar ran yr Ysgrifennydd Gwladol am ei farn (barn gwmpasu) am y wybodaeth i'w darparu mewn datganiad amgylcheddol yn ymwneud â'r prosiect. Gallwch weld y cais ar dudalennau ein wefan, sef:

<https://infrastructure.planninginspectorate.gov.uk>

Fel arall, defnyddiwch y ddolen uniongyrchol ganlynol:

#### **Adroddiad Cwmpasu (prif destun ac Atodiad A):**

<http://infrastructure.planninginspectorate.gov.uk/document/EN010166-000035>

#### **Adroddiad Cwmpasu (Atodiadau B-E):**

<http://infrastructure.planninginspectorate.gov.uk/document/EN010166-000036>

Mae'r Arolygiaeth Gynllunio wedi eich adnabod fel corff ymgynghori y mae'n rhaid i'r Arolygiaeth Gynllunio ymgynghori ag ef cyn mabwysiadu ei farn gwmpasu. Felly, byddai'r Arolygiaeth Gynllunio yn ddiolchgar pe gallech:

- Roi gwybod i'r Arolygiaeth Gynllunio am y wybodaeth rydych o'r farn y dylid ei darparu yn y datganiad amgylcheddol; neu
- Gadarnhau nad oes gennych unrhyw sylwadau.

Os ydych o'r farn nad ydych yn gorff ymgynghori fel y diffinnir yn Rheoliadau Asesu Effeithiau Amgylcheddol, rhowch wybod i ni.

Mae gan yr Arolygiaeth Gynllunio ar ran yr Ysgrifennydd Gwladol yr hawl i dybio nad oes gennych unrhyw sylwadau ynghylch y wybodaeth a ddarperir yn y datganiad amgylcheddol (Rheoliad 10 (11)) os na fyddwch yn ymateb i'r llythyr hwn erbyn **08/03/2024**. Mae'r dyddiad cau ar gyfer ymatebion i'r ymgynghoriad yn ofyniad statudol ac ni ellir ei ymestyn. Sylwch y bydd eich ymateb yn cael ei atodi i'r Farn Gwmpasu a'i gyhoeddi ar ein gwefan yn gyson â'n polisi bod yn agored. Ni fydd unrhyw ymateb i'r ymgynghoriad a dderbynnir ar ôl **08/03/2024** yn cael ei gynnwys yn y Farn Gwmpasu ond caiff ei anfon ymlaen at yr Ymgeisydd er gwybodaeth a chaiff ei gyhoeddi ar ein gwefan fel ymateb hwyr.

Mae'r Ymgeisydd wedi darparu data gofodol i'r Arolygiaeth er mwyn hwyluso'r broses o nodi cyrff ymgynghori i lywio Barn Gwmpasu (fel y nodir yn ein Nodyn Cyngor 7, sydd ar gael ar ein gwefan). Dylid gwneud ceisiadau gan gyrff ymgynghori i gael a/neu ddefnyddio'r data gofodol at ddibenion eraill yn uniongyrchol i'r Ymgeisydd gan ddefnyddio'r manylion cyswllt isod.

Er mwyn cefnogi hwyluso ein gwasanaeth yn ddidrafferth, rydym yn argymhell yn gryf bod unrhyw ymatebion yn cael eu hanfon drwy'r e-bost a nodir isod yn hytrach na thrwy'r post. Dylid anfon ymatebion i'r Arolygiaeth Gynllunio ynglŷn â'r Adroddiad Cwmpasu trwy e-bost **connahsquay@planninginspectorate.gov.uk**.

Ar ôl ei gwblhau, mi fyddwch yn medru gweld y Barn Gwmpasu drwy agor y tab 'documents' ar dudalen y cais ar ein wefan, ar gael drwy ddefnyddio y ddolen uniongyrchol ganlynol:

<https://infrastructure.planninginspectorate.gov.uk/cy/projects/prosiect-pwer-carbon-isel-cei-connah/?ipcsection=docs> (Gweld y prosiect yn Gymraeg)

<https://infrastructure.planninginspectorate.gov.uk/projects/wales/connahs-quay-low-carbon-power-project/?ipcsection=docs> (View this project in English)

Gan i'r Arolygiaeth Gynllunio gael ei hysbysu gan yr ymgeisydd ei fod/bod yn bwriadu paratoi datganiad amgylcheddol, mae'r Arolygiaeth Gynllunio hefyd yn rhoi gwybod i chi am enw a chyfeiriad yr ymgeisydd:

Geoff Bullock ar ran Uniper UK Limited  
69 Carter Lane  
London  
EC4V 5EQ  
geoff.bullock@dwd-ltd.co.uk

Hefyd, dylech fod yn ymwybodol o'ch dyletswydd dan Reoliad 11(3) i sicrhau bod gwybodaeth sydd yn eich meddiant a ystyrir yn berthnasol ar gyfer paratoi'r datganiad amgylcheddol, ar gael i'r ymgeisydd os bydd yn gofyn amdani.

Mae pob croeso i chi gysylltu â ni os oes gennych unrhyw gwestiynau.

Yr eiddoch yn gywir

*Laura Feekins-Bate*

**Laura Feekins-Bate**  
**Uwch Gyngorydd AEA**  
**ar ran yr Ysgrifennydd Gwladol**

Nid yw'r cyfartherbiad hwn yn gyfystyr â chyngor cyfreithiol.  
Edrychwch ar ein [Hysbysiad Preifatrwydd](#) cyn anfon gwybodaeth at yr Arolygiaeth Gynllunio.