

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 for further guidance.

https://teams.microsoft.com/l/meetup-join/19%3ameeting_YjlxNTgwOTktMjQ2Ny00OTU0LWI0MjgtZDdhODQyOThiMTZI%40thread.v2/0?context=%7b%22Tid%22%3a%22a4ab1bfd-8052-408e-8e2b-88cfc2a95d93%22%2c%22Oid%22%3a%223e7214c7-89fc-47fb-b9ca-9242bcfc8bac%22%7d

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

Yours sincerely,

A handwritten signature in black ink, appearing to read 'A. Hargreaves'.

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 March 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:
Following investigations, a resident from Salisbury Street has been issued with an enforcement notice for fly tipping/side waste.
- b) The new drainage on Brook Road/Rowden Street has now been completed.
- c) Members to report any matters not previously reported.

8. LIGHTING:

- a) The new lighting columns on Wellington Street and Grosvenor Road have now been installed.
- b) 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 March 2024 edition of OUR NEWS is here #225873403	05/03/2024
Flintshire County Council	Town and Community Council Climate Toolkit Launch	19/03/2024
NWP	Local Policing Matters	18/03/2024
Welsh Government	Welsh Government: News	19/03/2024
Welsh Government	Welsh Government: Consultation	19/03/2024
Flintshire County Council	Flintshire's Local Area Energy Planning Workshop (FEEDBACK)	25/03/2024
One Voice Wales	2024 - MARCH, APRIL, MAY & JUNE 2023 TRAINING DATES	25/03/2024
Welsh Government	Welsh Government: News	25/03/2024
North Wales Fire and Rescue Service	Latest news from North Wales Fire and Rescue Service	25/03/2024

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

Updates & requests:

- a) The Clerk attended OVW I.T. social media & website training 25th March.
- b) Menter Iaith have sent a letter of thanks for our involvement with the St. David's day best window competition (attached).
- c) The Clerk attended the Clwyd SLCC AGM on 28th March.
- d) Attended FCC Climate Change toolkit launch on 21st March.
- e) The Clerk has closed down the Rialtas system for the financial year 2024-25 and submitted year end pension compliance documents.
- f) Members are requested to consider One Voice Wales membership for 2024/5 at a 50% reduced rate of £611.
- g) The local St. John's Ambulance, Deeside has requested a letter of support from the council to assist them with grant funding applications. Members to consider.

11. PLANNING

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

a) PLANNING APPLICATIONS:

Planning Application Number	Proposal	Address
FUL/000157/24	DEMOLITION OF PARTIALLY COMPLETE DRIVE-THRU COFFEESHOP AND REINSTATEMENT OF SITE; ERECTION OF REPLACEMENT DRIVE-THRU COFFEE SHOP (CLASS A1) AND ASSOCIATED WORKS	ASDA STORES LTD, Aston Road, Queensferry, Deeside, CH5 1TP

b) PLANNING DECISIONS:

None

c) PLANNING UPDATES/AMENDMENTS:

- FCC Hybrid Committee Meeting – 10th April – scheduled to consider COU/000312/23 - Change of Use from Class C3 (Single Residential Dwelling) to Class C4 (House of Multiple Occupancy): 4, Salisbury Street, Shotton, Deeside, CH5 1DR Members to consider a collective response.
- Enforcement action has been requested against the McDonald's application at the retail park due to a drive thru being implemented contrary to plans.

12. ACCOUNTS:

a) Record of payments made in March 2024:

Supplier	Description	Amount	Invoice date	Voucher number	Method of payment	Minute ref pre- authorisation
Combined Staffing costs	Salary, NI/PAYE, Pension	£2,453.04	07/03/2024	134, 135, 136, 138	BACS	023/31
Hwb Cyfle	March room hire	£10.00	04/03/2024	141	CASH	
Zurich Municipal	STC Insurance 24-25	£1,350.93	08/02/2024	133	BACS	
SSE Energy Solutions	Streetlighting January 2024	£1,617.82	19/02/2024	142	DD	023/31
Canda Copying Ltd	Print costs Dec 23-Feb 24	£12.49	01/03/2024	143	BACS	
Canda Copying Ltd	Photocopier rental March - May 24	£86.40	01/03/2024	144	BACS	
Audit Wales	Audit Fees 2021/21	£300.00	29/02/2024	145	BACS	
Scottish Power	33 Club monthly payment	£100.31	01/03/2024	146	BACS	023/31
Connah's Quay Town Council	Charity Dinner (Mayor's Allowance)	£60.00	11/03/2024	147	BACS	
Aura Leisure & Libraries Ltd	Fit, Fed & Read donation	£1,000.00	25/03/2024	151	BACS	023/149
British Gas	Office electricity 09 Feb-10 March 24	£136.93	13/03/2024	150	DD	023/31
Hawarden Community Council	February 2024 SLA Maintenance	£4,699.27	28/03/2024	153	BACS	Auth 28/03/24
Hawarden Community Council	March 2024 SLA Maintenance	£7,954.41	28/03/2024	154	BACS	Auth 28/03/24
		£19,781.60				

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

b) To approve submitted accounts for April 2024 payment:

Supplier	Description	Amount	Invoice date	Voucher number	Method of payment	Minute ref pre- authorisation
Combined Staffing costs	Salary(est) Pension (PAYE/NI to follow)	£1,874.68	05/04/2024	149,152	BACS	023/31
Hwb Cyfle	April room hire	£10.00	08/04/2024	148	CASH	
Scottish Power	33 Club Monthly payment plan	£100.31	01/04/2024	155	BACS	023/31
		£1,984.99				

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

c) March 2024 income:

Date	From	Description	Sum
11/03/2024	Lloyds Bank	Gross Interest (Business Account)	£33.47
11/03/2024	Lloyds Bank	Gross Interest (Deposit Account)	£52.45
28/03/2024	CASH	Return of unused Christmas tree donation	£100.00
		Total	£185.92

d) Other Financial Matters: –

None

13. QUARTER 4 REPORTS & BANK RECONCILIATION:

Members to note the information with Chair & 1 signatory to sign completed bank reconciliation.

Accounts Summary:

Account 1 - Current account	£19,352.05	Predicted closing general balances	£33,744.00
Account 2 - Interest Feeder account	£20,668.38	Actual closing balances	£40,020.43
Account 3 - Ear Marked Reserves	£31,557.44	Surplus	£6,276.43
Account 4 - War Memorial Grounds Charity	£22.35		
Total	£71,600.22		

The surplus in general balances is approximately equal to the new streetlighting yet to be invoiced and remainder of Chairs Allowance for 23-24 to be claimed.

14. EMPLOYER DISCRETION PENSION POLICY:

The Clwyd Pension Fund have requested a policy is put in place with some aspects being a statutory obligation. Members are requested to view and approve the attached document.

15. HYBRID MEETING POLICY:

Members are requested to view and approve the attached document.

16. YSGOL TY FFYNNON – SCHOOL GOVERNOR VACANCY:

Following the resignation of Councillor Dean Stenner, members to consider and nominate candidates.

17. FLINTSHIRE’S LOCAL AREA ENERGY PLANNING WORKSHOP:

Members are requested to read the attached report and collectively agree a response by 12th April.

18. D-DAY:

Following an Interservices meeting on 20th March, members are requested to consider purchasing 2 x Tommy Statues from the Royal British Legion at a cost of £175.00 each to place on each corner of the shared War Memorial. Connah’s Quay Town Council are to consider the same request.
A constitution of the committee has also been requested.

19. HIGH STREET IMPROVEMENT SCHEME:

County Councillors to report on further developments.

20. MEMBERS INFORMATION ITEMS:

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

21. DURATION OF MEETING:

