

**Minutes of the meeting of Mostyn Community Council held in Mostyn Community Centre on Monday 21 May 2018.**

**1. To record attendance (Annual and General Meeting)**

Cllrs S Calvert, T Conway, B Hazlehurst, County Councillor P Heesom, B Hughes, E.J Jones, D Roney, Dave Seddon, Debbie Seddon, A Tattum and V Williams.

Mrs K L Roberts – Clerk and Responsible Financial Officer.

2 members of the public the public gallery.

**2. To record apologies (Annual and General Meeting)**

No apologies.

**3. To record declarations of interest from members 2018/2019**

Ysgol Maes Pennant School Governor – Councillor Dave Seddon, Minor Authority – Councillor Vera Williams, County Councillor Patrick Heesom. Cllr. Debbie Seddon – is an employee.

Estuary Cars – Councillor Bob Hazlehurst and Community Council Representative - Councillor Dave Seddon.

Mostyn Community Centre – Councillor Sarah Calvert, Chairman - Councillor Bob Hazlehurst, County Councillor Patrick Heesom, Councillor Debbie Seddon, Councillor Dave Seddon, Councillor Vera Williams – Treasurer.

Mostyn Arts and Crafts, Mostyn Gardening Club and Mostyn Walking Group – Councillor Bob Hazlehurst is a member.

DOI – Item 24 Councillor D Roney

**4. A. Election of Chairperson for 2018/2019**

Councillor Debbie Seddon was proposed by Councillor Bob Hazlehurst and seconded by Councillor Vera Williams. There were no further nominations. Councillor Debbie Seddon accepted the position.

**5. B. Signing of Declaration of Acceptance of Office**

Councillor Debbie Seddon, signed the declaration of acceptance of office which was duly witnessed by the clerk.

**RESOLVED: To appoint Councillor Debbie Seddon as Chairperson for 2018/2019.**

**6. Election of Vice Chairperson 2018/2019**

Councillor Dave Seddon was proposed by County Councillor Patrick Heesom and seconded by Councillor Bob Hazlehurst. There were no further nominations. Councillor Dave Seddon accepted the position.

Councillor Dave Seddon, signed the declaration of acceptance of office which was duly witnessed by the clerk.

**RESOLVED: To appoint Councillor Dave Seddon as Vice Chairman for 2018/2019.**

**7. Newly Co-opted Community Councillors signing of declaration of office Mrs S Calvert and Mr D E Jones.**

The two newly co-opted members of the community council, Councillor Sarah Calvert and Councillor D E Jones signed their Declaration of Office which was duly witnessed by the clerk.

**RESOLVED: To appoint Councillor Sarah Calvert and Councillor Eddie Jones as co-opted members of Mostyn Community Council.**

**8. Minutes of the Annual Meeting held on 15 May 2017**

The minutes of the annual meeting of 15 May 2017 were reaffirmed as an accurate record by County Councillor Heesom and Councillor Debbie Seddon.

**9. To review the Chairperson's annual allowance and confirm other allowances**

**Members reviewed the current Chairperson's allowance and agreed this should remain at £300 per annum.**

Cllr. Sarah Calvert asked the clerk what the allowance was used for? The clerk explained it is to defray the costs of office, i.e. the Chairperson will make telephone calls, use ink and attend relevant meetings.

The clerk had previously circulated The Independent Remuneration Panel's Annual Report February 2018. Within this there are a number of determinations which required consideration by the community council: Mostyn Community Council is a Group B Community Council as its income/expenditure is over £30,000 per annum.

**Determination 44** – Community and Town Councils in Groups A and B must make available a payment to each member of £150 per year for costs incurred in respect of telephone usage, information technology, consumables and attend meetings.

The clerk explained this must be offered, and reminded councillors they must either make a personal decision to accept or forego the payment. The clerk asked all members to advise her by email or by completion of the form sent by her electronically of their decisions as soon as possible to assist with administration. This information must be published on the community council website by 30 September 2018.

**Determination 47** – Community and Town Councils are authorised to make available an annual payment of £500 each to up to 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for cost and expenses claimed.

**RESOLVED: Members agreed not to authorise determination 47.**

**Determination 48:** Community and Town Councils are authorised to make payments to each of their members in respect of travel for attending approved duties. Such payments must be the actual costs of travel by public transport or the HMRC mileage allowances.

**RESOLVED: Members agreed to authorise determination 48.**

**Determination 49:** If a community or town council resolves that a particular duty requires an overnight stay, it may authorise reimbursement of subsistence expenses to its members at a maximum rate as set out by the IRP on the basis of receipted claims.

**RESOLVED: Members agreed to authorise determination 49.**

**Determination 50:** Community and Town Councils are authorised to pay financial loss compensation to each of their members, where such loss has actually occurred for attending approved duties.

**RESOLVED: Members agreed not to authorise determination 50 and review in 2019/2020.**

**Determination 51: Reimbursement of costs of care**

The clerk explained the purpose of this is to enable people with personal support needs and or caring responsibilities to carry out their duties effectively as a member of an authority. Reimbursement shall only be made on production of receipts from the carer. (Amounts are set out in the full IRP February 2018 report).

**RESOLVED: Members agreed to determination 51.**

**10. To review and receive nominations to serve on committees and outside bodies**

The clerk provided an overview for Members of the previous year's list of Councillors who served on Local Committees and Outside Bodies.

**RESOLVED: Members confirmed the list for the year 2018 / 2019. (See appendix 1).**

**11. To review and adopt Code of Conduct, Standing Orders and Financial Regulations**

Members considered the code of conduct, standing orders and financial regulations. A discussion was had regarding the number of members to make a quorum which is presently 5 councillors. Cllr. Debbie Seddon asked if this should be reduced to 4 to ensure business can be transacted.

**RESOLVED: Members agreed to keep the quorum at 5 councillors.**

**12. Councillors attendance 2017/2018**

Councillor Debbie Seddon gave a short summary of attendance in April 2017/2018 and noted that 5 out of 11 members had full attendance. Cllr. Debbie Seddon reminded councillors they have been appointed to their respective roles and if they are not at meetings they are considered not to be representing their communities' views. She reminded councillors to submit apologies with a reason to the clerk in advance of any meeting and if apologies are not provided going forward they may be recorded as non- attendance.

The clerk advised that if a member fails to attend throughout 6 consecutive months any meetings of the council or sub committees of which they are a member they cease automatically to be a member of the council.

**RESOLVED: The clerk will keep a table of councillor attendance for 2018/2019.**

**13. To receive the full bank reconciliation and update on year end accounts 2017/2018.**

The clerk presented the full bank reconciliation to members as at 31 March 2018 which demonstrated £30,421.11 in the bank account. This was signed by the Chair.

**GENERAL COMMUNITY COUNCIL MEETING**

**14. To approve minutes of the last meeting on 16 April 2018**

Cllr. Roney requested an amendment at 6b Page 2 to state it was the land adjacent to the drainage ditches. County Councillor Heesom advised an investigative report is awaited to identify the cause of the flooding.

**RESOLVED: That the minutes of the meeting were approved by the council and signed as an accurate record by the chair. Proposed by Cllr. Tattum and Cllr. Hughes.**

**15. Matters arising from the last minutes**

The clerk reported a letter has been received from David Hanson MP who advised he would liaise with Flintshire County Council re. The Alyn Works / Solar fires building. The clerk was requested to follow this up with others for example the police / fire service that had not yet responded.

**RESOLVED: That the clerk follow up the council's letter with the appropriate services.**

**16. Chairman's Communications 16a Feedback from County Forum 10 May 2018**

Cllr. Debbie Seddon, Cllr Dave Seddon and the clerk had attended the last County Forum. The Chair provided an overview of matters discussed including the ongoing review by the Welsh Government of Town and Community Councils. The Chair suggested for the June agenda the community council consider how they engage with residents, as Gwernymynydd Community Council had in the past completed a survey of residents needs and the outcome was quite different to what they had anticipated and as such they had responded accordingly.

County Councillor Heesom has a copy of a previous village plan which he will share with the clerk for dissemination.

**RESOLVED: That the clerk place on the June Agenda - Community Engagement Matters.**

**17. Streetscene Matters**

General continued concerns about cars parking obstructing footpaths particularly around Penrho and Fford Pennant.

County Councillor Heesom reported on the 70,000 which will improve matters around the school and help cease abuse of pavements and parking.

Concern expressed about cars parked, possibly abandoned with no tax.

**RESOLVED: That the clerk contact PC Kelly French Jones about these matters.**

**18. Police Matters**

Cllr Vera Williams reported children playing on the roof of the bowling green and community centre. This was not reported at the time to the Police. Cllr. Debbie Seddon reminded councillors to report an incident as soon as practically possible via the telephone N0 101. Councillors noted this is not ideal due to the length of time it takes to get through. The clerk will check this is the most effective reporting channel.

**19. Consider provision of financial assistance to Mostyn Community Centre**

At present as 6 members of Mostyn Community Council are members of Mostyn Community Centre, they cannot vote to approve financial assistance due to a conflict of interest so the matter of financial assistance to the community centre cannot be resolved.

**RESOLVED: That the clerk seek further advice from Gareth Owens, Monitoring Officer.**

**20. Receive an update from the clerk on Community Street Lighting renewal**

The LED streetlights have been installed by Deeco lighting as requested in the alternative location.

## 21. CORRESPONDENCE/COMMUNICATIONS

### 19a Letter/response from Natural Resources Wales – Fly Tipping along The Cob

The clerk read out a letter from Paul Moore, Environment Officer at Natural Resources Wales. The salient points of the letter were discussed: That the County council do have powers to enforce themselves, as NRW tend to deal with the large scale tipping. Encourage the community council and local residents to report any incidents to FCC and NRW on their 24 hour hotline 0300 065 3000, all incidents will be recorded on their WIRS database. He advised he will contact Mr Steve Parkinson for signage and perhaps dummy cameras on The Cob but cannot promise this as there is a limited resource and is based on priority and severity of sites across North Wales. Mr Moore suggested if there was scope to restrict access (e.g. use of a lockable gate) for vehicles whilst maintaining walkers/recreation.

Councillors discussed the damage to a previous gate and this restricted fisherman and access to the ship so did not think this would be helpful at this stage.

### Letter – Bus Transport Review Consultation seeking community council response

Following discussion of the review members agreed to submit a recommendation for option 2 for the community to Flintshire County Council.

## 22. Update on General Data Protection Regulations

Feedback on the course attended in May by the clerk *“Understanding the Law”* by One Voice Wales

The clerk had attended a course which was a snap shot of aspects of legislation affecting councils and aided understanding to some degree. The GDPR is a work in progress and relevant policies will require drafting in due course for approval by members.

## 23. Approval of Accounts for payment

May 2018			
(DD)	Pension		47.84
SO	Kay Roberts		476.00
(DD)	Scottish Power		282.16
101611	ICO	Data Protection Registration	35.00
101613	Zurich Municipal	Annual Insurance	503.51
101614	Cllr. D Seddon	Chair’s Annual Allowance	300.00
101615	Kay Roberts	HOA/expenses	103.19
101616	HMRC	PAYE	7.40

The clerk had prepared the regular monthly payment sheet for 2018/2019 and read this out at the meeting. This was agreed and signed by the Chair.

The clerk requested Cllr. Debbie Seddon as Chair is included as a bank signatory going forward. This was agreed by members.

## 24. Planning Matters (A) Applications (B) Decisions

Councillor Roney left the meeting during discussion of application reference 058311.

(A) Application Planning Reference: 058359 PROPOSAL: Change of use from land to touring caravan/tent site. LOCATION: Old Tavern, Llanerch-Y-Mor, Holywell, CH8 9DX.

**RESOLVED: That no objections be raised.**

**Application Planning Reference: 058311 PROPOSAL: Proposed siting of 26 static holiday caravans together with additional and supplemental landscaping. LOCATION: Pennant Park Golf Club, Mertyn Downing Lane, Maes Pennant, Holywell, CH8 9EP.**

Members agreed to object to the proposal which was believed to be an overdevelopment in the open countryside. Furthermore, that a request be made for a condition be imposed to ensure work commences within a time limit of 3 years should the development be approved.

**RESOLVED: That the clerk object to the proposal as over development in the open countryside.**

**To request that a condition be imposed to ensure work commences within a time limit of 3 years should the development be approved.**

**Application Planning Reference: 058420 PROPOSAL: Replacement of existing dwelling. LOCATION: Penpalment, Mertyn Downing Lane, Mostyn, Holywell, CH8 9ER.**

**RESOLVED: That no objections be raised.**

(B) **APPROVED:** Planning Reference: 058148 Proposal: Change of use of garage for use as rabbit and guinea pig boarding facility (max 10-15 animals). LOCATION: 1 Jasmine Cottages, Tre-Mostyn, Holywell, CH8 9AS.

Suspend Standing Orders

**Planning Reference: 058366 Hilltop, Llanerch-Y-Mor, Holywell, CH8 9DX. Proposal: Single storey extensions to front and side of dwelling.**

**RESOLVED: That no objections be submitted.**

Councillor Trish Conway informed members she had decided to tender her resignation. She was thanked for her work with the community council.

Councillor Williams reported children had expressed they are pleased with the new play equipment at Swanfields, Rhewl.

Reinstate standing orders.

**25. To receive items for the next meeting on Monday 18 June 2018.**

Items raised during the course of the meeting, as minuted.

The meeting closed at 9.08pm.