

# Cyngor Cymuned Mostyn Mostyn Community Council



## Minutes of Full Council 15 May 2023 / 15ed Mai 2023

### 23-19 ELECTION OF CHAIR – MUNICIPAL YEAR 2023/24

Nominations were received for Election of Chairperson for 2023/2024. Councillor Mike Lewis-Jones nominated Councillor David Seddon as Chair, Councillor Hayley Jones seconded the motion.

**IT WAS RESOLVED:** for Councillor David Seddon to remain as Chair for 2023/24. Chair duly signed the declaration of office.

Chair received the sealed envelope of contingency access information (Financial Regulations 6.11)

### 23-20 TO RECORD ATTENDANCE:

**Members:** Councillors David Seddon, Pamela Banks, James Jackson, Patrick Heesom, Meg Howells, Kristina Howells, Hayley Jones, Ray Knight & Michael Lewis-Jones.

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

**Public gallery:** None

### 23-21 APOLOGIES FOR ABSENCE:

There were no members absent.

### 23-22 DECLARATIONS OF INTEREST:

There were no declarations of interest.

### 23-23 RETIRING CHAIR'S CLOSING REMARKS:

Remarks made under minute 23-24.

### 23-24 REMARKS:

Councillor David Seddon presented retiring Councillor Sarah Calvert with a small parting gift from the members of the council.

The Chair thanked Councillor Glyn Banks for visiting council to present information on HyNet developments prior to the commencement of the Annual Meeting.

### 23-25 ELECTION OF VICE CHAIR – MUNICIPAL YEAR 2023/24:

Nominations were received for Election of Vice Chair 2023/2024. Councillor David Seddon nominated Councillor James Jackson for Vice Chair. Councillor Ray Knight seconded the motion.

**IT WAS RESOLVED:** for Councillor James Jackson to remain as Vice-Chair for 2023/24. Councillor Jackson duly signed the Declaration of Office.

### 23-26 ATTENDANCE REPORT 2022/23:

**IT WAS RESOLVED:** to note the report.

6 – Chair's Signature

DR Seddon

Attendance	Actual	Possible	%
Councillor			
Cllr Sarah Calvert	7	12	58%
Cllr David Seddon	13	13	100%
Cllr Pamela Banks	12	12	100%
Cllr Patrick Heesom	12	13	92%
Cllr James Jackson	8	10	80%
Cllr Allison Gladwin	2	3	67%
Cllr Kristina Howells	8	10	80%
Cllr Hayley Jones	7	10	70%
Cllr Ray Knight	9	10	90%
Cllr Mike Lewis-Jones	13	13	100%
Cllr Sharon Harris	5	9	56%
Cllr Meg Stephens	5	5	100%

### 23-27 RECORD OF INTERESTS FOR THE YEAR 2022/23:

#### Register of Members Interests 2022-2023

Name	Date of Meeting	Agenda Item no	Agenda Item	Purpose of Agenda Item	Nature of Interest
Cllr Pamela Banks	09/06/2022	4	Co-option applications	Co-option	Personal
Cllr Pamela Banks	18/07/2022	6	Planning	Lime Bank	Personal
Cllr Pamela Banks	26/09/2022	6c	Planning	Lime Bank	Personal
Cllr Ray Knight	21/11/2022	17a	Community Councillor Reports	Fire in Rhewl	Personal
Cllr David Seddon	16/01/2023	12	Financial Assistance	Estuary Cars	Personal

**IT WAS RESOLVED:** to note the report.

### 23-28 COMMITTEES & OUTSIDE BODIES:

Members were requested to review and receive nominations to serve on committees and outside bodies and arrangements for reporting back.

22/23 was list was attached for reference:

- Police & CA/ALM meetings** – Cllr David Seddon
- West Flintshire Town & Community Councils Working Group** – Cllr David Seddon
- Minor Authority School Governors:** Cllr David Seddon (to remain in post)

**IT WAS RESOLVED:** for Outside body representatives to remain the same although all members were invited to attend where appropriate.

### 23-29 RENEWAL OF DELEGATION OF FUNCTIONAL POWER TO THE CLERK:

As per Model Standing Orders 21(f): Clerk to act in respect of urgent business arising between meetings of the council, (in consultation with the Chair/Vice-Chair).

Also members to refer to document attached (Scheme of Delegation).

Members were requested to consider and approve.

**IT WAS RESOLVED:** to approve the document presented.

### 23-30 TO REVIEW & ADOPT CODE OF CONDUCT & FINANCIAL REGULATIONS:

7 – Chair's Signature

D R Seddon

**IT WAS RESOLVED:** to approve and adopt the policies which would be available on the council website.

Nb. Reviewed Model Standing Orders to follow in due course (pending release from One Voice Wales).

**23-31 REPORTS & POLICIES FOR REVIEW / IMPLEMENTATION SCHEDULE:**

<b>For review</b>	
Risk Assessment	Feb-24
Biodiversity Report	Jan-26
Model Publication Scheme	Feb-25
Public Participation Policy	Jan-25
Policy on Unacceptable Behaviour	Jul-23
Annual Report	Nov-23
Training Policy	Oct-23
<b>To implement:</b>	
Document Retention Policy	Jun-23
Financial Assistance Policy	Sep-23
Financial Reserves Policy	Oct-23
Website Accessibility Policy	Mar-25
Local Resolution Procedure	Jul-23

**IT WAS RESOLVED:** to approve the proposed schedule. Councillor David Seddon also recommended a workplace risk assessment following Health & safety Training from One Voice Wales.

**23-32 AUTHORITY FOR SIGNING ORDERS FOR PAYMENT:**

- a) Members were requested to authorise the Council's appointed bank (HSBC) to honour all cheques and other orders or instructions signed on behalf of the Council by two members &/or the clerk. Current authorised member signatories were named as Councillors David Seddon and James Jackson (in progress).
- b) Members were requested to pre-authorise variable recurrent payments by BACS/Direct Debit as per 5.6 of Financial Regulations:
  - 1) Salaries
  - 2) PAYE/NI
  - 3) Streetlighting (Direct Debit)
  - 4) ICO (Direct Debit)
  - 5) Bank Charges (DR)
  - 6) Office 365
  - 7) Device Security
  - 8) Website domain/hosting

**IT WAS RESOLVED:** to note and approve the current signatory arrangements and to note and approve the listed pre-authorised variable recurrent payments.

**23-33 INDEPENDENT REMUNERATION PANEL FOR WALES – ANNUAL REPORT & DETERMINATIONS 2023/24:**

Members were requested to discuss and resolve payment options for the following list.

Councillors were informed they were permitted to turn down all or part of any payment that they were entitled to but they must do so by writing to the clerk of the council.

8 – Chair's Signature

*DR Seddon*

**IT WAS RESOLVED:**

- a. for members to follow the procedure for declining mandatory payments where applicable.
- b. for the Chair to receive a £400 allowance as per previous years determinations.
- c. to leave an open policy for attendance allowance, financial loss and travel/subsistence for review as and when situation arises.

Type of payment	Requirement	Town Council action
Extra costs payment	£156 Mandatory for all members	Members to decline in writing if not claiming/members to resolve how unclaimed funds should be allocated/decision to reclaim should a member vacate position
Consumables reimbursement	£52 per year per member OR full reimbursement claim	Policy decision required/decision to reclaim should a member vacate position
Senior role	Optional up to 3 members	Policy decision required
Mayor or Chair	Optional up to a maximum of £1,500	Policy decision required/sum to agree
Deputy Mayor or Deputy Chair	Optional up to a maximum of £500	Policy decision required/sum to agree
Attendance Allowance	Optional	Policy decision required
Financial loss	Optional	Policy decision required
Travel & Subsistence	Optional	Policy decision required
Cost of Care or Personal Assistance	Mandatory	No resolution required (mandatory)

**23-34 ASSET LIST:**

9 – Chair’s Signature

*D R Seddon*

ASSET	CUSTODIAN	VALUATION
Chairman's Chain of Office	Mostyn Community Council (MCC)	£7,000.00
	Location: Chairman's home	
Notice Board (Indoor)	MCC	£50.00
	Location: Mostyn Community Centre	
Outdoor Notice Board	MCC	£463.00
	Location: Rhewl	
Bench	MCC	£500.00
	Location:	
	Hafod Y Ddol	
Community Shield's	MCC	£565.14
	(with Cllr Seddon)	
Community Street Lighting	MCC	£17,535.00
	Location: Mostyn & Rhewl	
Flower boxes	MCC	£600.00
	2015	
	Location: Mostyn	
Planter	Hafod y Ddol	£687.00
Planter	Donated from Les Jones opposite Abakhan)	£1.00
Planter	Donated from Les Jones (Letty Hill)	£1.00
Bench (donation from Warwick International)	MCC 2016	£1.00
	The Cob	
Salt Bins	Rock Hill	£819.00
	Downing Road	
	Penrho Estate Near N0 32	
	Mostyn shops	
	Mostyn Community Centre	
	Isglan Road, Nr. Mertyn Hall	
	The Quays, Mostyn (off A548)	
Dog waste bag dispensers	Penrho Estate (Top)	£158.00
	Glan y Don Playing Fields	£158.00
	Wirral View, Rhewl	£158.00
	Rhewl Cemetery	£158.00
	Mostyn shops	£158.00
	2 (awaiting installation)	£316.00
	(stored with Mega Electrical)	
Christmas tree lights	Mostyn	£125.00
Christmas tree lights	Rhewl	£26.40
Zoll Defibrillator	Front Entrance outside Mostyn Community Centre	£1,349.00
Zoll Defibrillator	Grass verge free standing pole near 1 Bryn Tirion CH8 9QW	£1,293.20
Defibrillator	Lloyd's Crescent Tre-Mostyn	£1.00
Defibrillator Cabinet	Lloyd's Crescent Tre-Mostyn	£377.00
Dell Screen/mouse/keyboard	Clerk's home and registered office	£65.84
Xerox printer/copier/scanner	Clerk's home and registered office	£132.44
Shredder machine	Clerk's home and registered office	£30.00
HP Pavilion Laptop Computer	Clerk's home and registered office	£436.09
<b>TOTAL</b>		<b>£33,164.11</b>

10 – Chair's Signature

DR Seddon.

Members were requested to approve the list provided.

**IT WAS RESOLVED:** to approve the current list but to value the Chair's Chain of Office in due course.

**23-35 MEETING DATES 2023/4:**

MONDAY 19 JUNE 2023  
MONDAY 17 JULY 2023  
(AUGUST RECESS)  
MONDAY 18 SEPTEMBER 2023  
MONDAY 16 OCTOBER 2023  
MONDAY 20 NOVEMBER 2023  
(NO MEETING IN DECEMBER)  
MONDAY 16 JANUARY 2024  
MONDAY 19 FEBRUARY 2024  
MONDAY 18 MARCH 2024  
MONDAY 15 APRIL 2024  
MONDAY 20 MAY 2024

**IT WAS RESOLVED:** to approve the proposed meeting dates.

**23-36 MINUTES & MEETINGS:**

**IT WAS RESOLVED:** to approve the minutes as a true record. There were no matters arising. Proposed by Councillor Mike Lewis-Jones, seconded by Councillor James Jackson. As Vice Chair, Councillor James Jackson had opened the previous meeting on behalf of Councillor Seddon, it was resolved for him to sign the minutes. There were no matters arising.

**23-37 CLERK'S REPORT:**

**Communications:**

22/04/2023	Mona Offshore Wind Project	Consultation launch notice
22/04/2023	Citizen's advice Flintshire	Advisers Network Forum May 18th 2023
24/04/2023	ni.mail.distribution	HyNet Carbon Dioxide Pipeline
28/04/2023	One Voice Wales	APRIL & MAY 2023 TRAINING DATES
28/04/2023	One Voice Wales	Written Statement: Democratic Health of Community and Town Councils
30/04/2023	20s plenty.org	Invite for Mostyn Community Council to our 3rd Diolch am 20
30/04/2023	Welsh Government	Welsh Government: News
09/05/2023	Member of the public	Planning Permission

Members were reminded of communications circulated throughout the previous month.

**Updates:**

- a) Quotes were provided for business insurance: current insurer's (Gallaghers) £906.72, or Zurich options of £561.07 for 1 year or a 3 year LTA at £528.75 per annum. Members were requested to consider.  
**IT WAS RESOLVED:** to opt for a 3 year LTA from Zurich for the business insurance for 23/24.
- b) Casual Vacancy – members were informed there were no elector's requests for an election and the process had now moved to co-option recruitment with members requested to circulate the vacancy.  
**IT WAS RESOLVED:** for expressions of interest to be received by 31<sup>st</sup> May 2023.

11 – Chair's Signature

D R Seddon

**23-38 PUBLIC SPEAKING:**

There were no such requests.

**23-39 STREETSCENE MATTERS:**

- a) Members reported overgrown shrubbery affecting access to bins at Glan y Don.
- b) Members discussed the legalities of clearing fly tipping in the wards.
- c) Members enquired on awaiting a response from County Council regarding potholes on Red Street.

**IT WAS RESOLVED:** for the clerk to take action on the above.

**23-40 LIGHTING:**

Faulty lighting was reported at the bottom of Penrho leading to Mostyn Christchurch.

**IT WAS RESOLVED:** for the clerk to report.

**23-41 POLICE ITEMS:**

There were no new matters reported. The recurring issue of off-road bikes was raised.

**23-42 PLANNING:**

**a) Planning Applications:**

Planning Application Number	Proposal	Address
FUL/000306/23	ERECTION OF AN AGRICULTURAL MACHINERY BARN.	Llwyn Ifor Uchaf, , Llwyn Ifor Lane , Whitford , Holywell , CH8 9ES
FUL/000301/23	REPAIR, CONSERVATION AND ADAPTION OF CAEAU FARMHOUSE	CAEAU FARM, Tre Mostyn, Holywell, CH8 9AR
FUL/000389/23	DEMOLITION OF EXISTING BUILDING TO BE RE-PLACED WITH 2 NEW DETACHED 2 STOREY 3 BED DWELLINGS	FFORDD YSGUBOR, Maes Pennant Road, Mostyn, Holywell, CH8 9PZ

**IT WAS RESOLVED:** for the clerk to report members' observations to the planning department. (no objections for 000306/23 & 000301/23; concern noted on parking provisions for 00389/23).

**b) Planning Decisions:**

There were none.

**c) Planning Updates:**

Members were informed of updates on existing applications:

**LBC/000818/22** (Mostyn Lodge) The statutory consultation period was now closed but comments would be accepted until determination of the application.

**OUT/000496/22** - Land adjacent to Ffordd Pennant - A further notification period had been opened as new or amended documents had been received. County Councillor Pam Banks informed members a site visit would be arranged.

**23-43 ACCOUNTS:**

**a) EXPENDITURE:**

- 1. Record of payments made in April 2023:

12 – Chair's Signature

D R Seddon

01/04/2023	Running Imp	Coronation gifts/bunting	£232.67	Card	Feb 23/15	122
21/04/2023	HSBC Bank	Bank Charges	£5.00	DR		123
25/04/2023	Multiple	March Staffing costs	£779.40	BACS		124/125
10/05/2023	ICO	Data protection renewal fee	£40.00	DD		126
10/04/2023	Viking Direct Ltd	Office supplies	£75.78	Card		127
12/04/2023	Delyn Press	Event Flyers	£52.00	BACS		128
04/04/2023	Scottish Power	Street lighting	£163.64	DD		129
26/04/2023	RE Eddy Leisure	Bungee trampolines	£900.00	BACS	Feb 23/15	130
26/04/2023	Mike Lewis-Jones	Reimbursement - refreshments/land registry fee	£5.04	BACS		131
26/04/2023	VE Reed	Facepainting - Event	£100.00	BACS	Feb 23/15	132
		Total	<b>£2,353.53</b>			

**IT WAS RESOLVED:** to approve the accounts paid the previous month.

2.To approve submitted accounts for payment:

Invoice date	Supplier	Item	Amount inc VAT		Minute reference	Slip ref:
25/05/2023	Multiple	March Staffing costs	£808.35	BACS		133/134
21/05/2023	HSBC Bank	Bank Charges	£5.00	DR		135
08/05/2023	Donna Lewis	Event entertainment	£150.00	BACS	Feb 23-15	136
08/05/2023	KL Sheridan	Event Stage (Howl at the Moon)	£470.00	BACS	Feb 23-15	137
08/05/2023	Hillglitz	Stall refund	£10.00	BACS		138
08/05/2023	Karen Donovan	Stall refund	£10.00	BACS		139
06/05/2023	Mega Electrical	Maintenance charge	£96.00	BACS		140
05/05/2023	Club Shop Direct Ltd	Coronation plaque	£16.14	BACS	March 23-14	141
		Total	<b>£1,565.49</b>			

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

**b) INCOME:**

Date	Creditor	Receipt Details	Amount
12/04/2023	Olly's Fudge	Event booking fee	10.00
14/04/2023	Lea & the Pup's Art	Event booking fee	10.00
17/04/2023	Retrospect Energy	Event booking fee	10.00
28/04/2023	Flintshire County Council	Precept (1 of 3)	11,333.34
	<b>TOTAL</b>		<b>£11,363.34</b>

**IT WAS RESOLVED:** to note the income received.

**c) OTHER FINANCIAL MATTERS:**

The bank mandate for new signatory was provided to complete.

**IT WAS RESOLVED:** for Councillor Jackson to sign the relevant paperwork provided for amended bank mandate.

**23-44 YEAR END ACCOUNTS & ANNUAL RETURN:**

- Members were requested to note the Year End full accounts & full bank reconciliation with Chair & 2<sup>nd</sup> member required to sign off as per Financial Regulations.
- Chair was requested to sign the Annual Return documents.

13 – Chair's Signature

*DR Seddon*



**IT WAS RESOLVED:**

- a) to note the year end full accounts & full bank reconciliation provided.
- b) For the Chair to sign Annual Return documents.

**23-45 COUNTY COUNCILLOR INFORMATION ITEMS:**

There were no additional updates.

**23-46 TOWN COUNCILLOR INFORMATION ITEMS:**

Councillor Kristina Howells & Meg Howells reported on the Coronation event held at the Duke of Lancaster ship. Councillor Seddon thanked the councillors for their endeavours.

Councillor Kristina Howells reported on her visit to Buckingham Palace to represent the council.

**IT WAS RESOLVED:** to approve relevant expenses for the trip on council business as per IRPW determinations.

**23-47 DURATION OF MEETING:**

Chair closed the meeting at 8.11 pm.

14 – Chair's Signature

DR Seddon