

Cyngor Cymuned Mostyn Mostyn Community Council



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: mostynclerk@hotmail.co.uk for further guidance.

Dear Councillor / Annwyl Gynghorydd

You are summoned to a hybrid meeting of Mostyn Community Council to be held at Mostyn Community Centre on Monday 17th July 2023 at 7.00 pm. The meeting will consider the items below:

A handwritten signature in blue ink, appearing to read 'Collette'.

Mrs Collette Lowry – Clerk / Clerc

Agenda 17 July 2023 / 17ed Gorffennaf 2023

1. a) **To record attendance**
b) **Apologies for absence**
2. **Chairman's Remarks:**
3. **Declarations of interest:**
To receive any declarations made by Members in accordance with Council's Code of Conduct.
4. **Minutes & Meetings:**
 - a) **To approve the minutes** of the 19th June 2023 meeting .
 - b) **To receive any matters arising** from those minutes.
5. **Public Speaking:**
No requests
6. **Signing of Declaration of Office:**
Mr Steven Tomlinson is requested to sign Declaration of Office in the presence of the clerk. As Mr. Thomas Beal is unavailable, permission to defer the signing of his Declaration of Office is requested to be moved to the next meeting on Monday, September 18th 2023. Members to approve.
7. **Clerk's Updates and Communications:**
Clerks report –
 - a) The audit notice was placed in the Rhewl noticeboard and Maes Pennant shop on 18th June and loaded on the website. The notice stated information would be made available to the public between the dates of 3rd July and 28th July. External

audit paperwork was prepared and sent to Audit Wales before the deadline of 8th July 2023.

- b) Reminder of delegated powers over the recess period: Under s.101, LGA 1972 the council can arrange for the discharge of any of its functions by an officer of that authority (as well as by a committee or sub- committee, or by any other local authority). Standing orders or council resolutions commonly provide for specific areas of decision-making to be delegated to a specific officer (usually to the clerk; sometimes to another officer). Standing orders or resolutions sometimes specify that the officer shall act in consultation with a specified member (usually the chair). Such arrangements are lawful provided that the officer does not simply act under the direction of the member, as this would be effectively delegation to a single member and there is no power in the 1972Act to delegate to a single member.
- c) The summer playscheme is now scheduled for 3 weeks over the summer holidays at Maes pennant play area between 2 and 4 on a pre-enrolment basis.
- d) The Clerk attended the OVW Wrexham/Flintshire area meeting on 11th July. Speakers were in attendance from Planning Aid Wales and Utility Aid.
- e) The Clerk attended the FLVC Meet the Funder webinar.

Email Communications:

23/06/2023	NI Mail Distribution	HyNet Carbon Dioxide Pipeline
23/06/2023	One Voice Wales	Infrastructure (Wales) Bill 2023
23/06/2023	One Voice Wales	Invitation Get ready for 20mph
28/06/2023	One Voice Wales	JUNE & JULY 2023 TRAINING DATES
28/06/2023	Llais Cymru	Have your say
28/06/2023	Flintshire County Council	Playschemes 2023
28/06/2023	Ambition North Wales	Local Area Energy Planning Workshop – Our energy baseline and future energy priorities
28/06/2023	Cllr Pam Banks	New Premises Licence Application, Llety Hotel Mostyn
04/07/2023	Flintshire County Council	Your Council News - 30 June 2023
10/07/2023	Flintshire County Council	20mph
10/07/2023	Flintshire County Council	Green Dog Walkers
10/07/2023	20s Plenty	Thanks for 20 Zoom with Deputy Minister Lee Waters MS
12/07/2027	Flintshire County Council	Standards Committee - Visits to Town and Community Councils

Members are welcome to raise an agenda item regarding any topics emailed throughout the month:

**8. Planning Matters:
(A) Applications:**

Planning Application Number	Proposal	Address
COU/000541/23	CHANGE OF USE OF PART AGRICULTURAL FIELD TO DOG EXERCISE AREA AND ASSOCIATED INFRASTRUCTURE	River View, Maes Pennant, Holywell, CH8 9EG

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

(B) Decisions:

None

(C) Planning updates -:

OUT/000496/22 - The Bychton Farm housing development outline planning permission was approved by the planning committee.

9. Accounts & Finances:

To approve the June 2023 accounts paid:

Invoice date	Supplier	Item	Amount inc VAT		Minute reference	Slip ref:
25/06/2023	Multiple	Staff costs (May 23)	£939.13	BACS		156-157
06/06/2023	JDH Business services Ltd	Internal Audit 22-23	£294.00	BACS		158
21/06/2023	HSBC	Bank Charges	£5.00	DR		159
09/06/2023	Collette Lowry	Travel costs (audit collection)	£11.50	BACS		160
01/06/2023	SLCC	Membership	£90.49	BACS		161
14/06/2023	The Range	Paper, diary	£6.78	Debit card		162
06/06/2023	Scottish Power	Streetlighting electricity	£343.13	Direct debit 20/06/2023		163
28/06/2023	Eventbrite	Affordable Housing Webinar	£88.00	Debit card		164
28/06/2023	Cllr Mike Lewis-Jones	Reimbursement - meeting refreshments	£2.40	BACS		165
		Total	£1,780.43			

To review July 23 accounts for payment:

Invoice date	Supplier	Item	Amount inc VAT		Minute reference	Slip ref:
25/07/2023	Multiple	Staff costs (June 23)	£939.13	BACS		166-167
21/07/2023	HSBC	Bank Charges	£5.00	DR		168
17/07/2023	Cllr Patrick Heesom	Annual Allowances 23-24	£11.50	Cheque		169
04/07/2023	Scottish Power	Streetlighting electricity	£331.72	Direct debit 18/07/2023		170
		Total	£1,287.35			

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

June 23 Income:

Income - June 2023			
Date	Creditor	Receipt Details	Amount
02/06/2023	HSBC	Gross Interest - Money Ma	£92.32
	TOTAL		£92.32

Other Financial Matters:

Quarter 1 Bank Reconciliation & Budget report – documents attached.

Mostyn Community Council			
Balances per bank statements at 30/06/2023			
Money Manager		27,689.53	
Charitable Bank Account		10,000.00	
Total bank balances			37,689.53
Total net balances at 30/06/2023			37,689.53

(Balances included reserves for planned projects) Members to note the information.

10. Police:

- a) Members to report any police matters.

11. Lighting & Streetscene:

- a) Updates from previous matters:
 - Red Street – members to learn if residents wish to seek quotes for surface repairs (refer to email from Flintshire County Council).
 - Bin request from Maes Pennant Shops – clarification required of commitment to pay cost of relocating bin if unsuccessful in new location.
 - Church Sign request from Christchurch Mostyn.
 - Defibrillator sign for Tre-Mostyn.
 - Dog waste bags – Bank Hall
 - Lighting inspections – due to commence August 2023 (budgeted).
Members to approve commencement.
- b) Streetscene, matters & updates reported:

12. Policy on Unacceptable behaviour:

Members are requested to review the attached document and consider to amend/approve/adopt the attached policy.

13. Local Resolution Procedure:

Members are requested to review the attached document and consider to amend/approve/adopt the attached policy.

14. County Councillors reports:

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

15. Community Councillors reports:

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

16. Close of meeting:



Minutes of Full Council 19 June 2023 / 19ed Mehefin 2023

23-48 a) 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)

Police: PCSO Mathew Griffiths

Public Gallery: None

b) Apologies for absence

There were none required.

23-49 Chairman's Remarks:

There were no such remarks other than matters addressed in the agenda.

23-50 Declarations of interest:

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

Councillors Michael Lewis Jones and Hayley Jones declared a personal interest in Agenda item 6(f) Red Street road condition.

Councillor Pam Banks declared a personal interest in agenda item 15 (co-option)

23-51 Minutes & Meetings:

a) **To approve the minutes** of the 15th May 2023 meeting .

IT WAS RESOLVED: to approve the minutes as a true record.

b) **To receive any matters arising** from those minutes.

There were no matters arising.

23-52 Public Speaking:

There were no such requests.

23-53 Police: (this item was moved forward from agenda item 9)

PCSO Griffiths attended the full council meeting to update members on local matters relevant to the wards.

- The topic of off-road motorbikes was raised again. He requested that should anyone know the rider's identities they should report if possible. He informed members the police were monitoring with drones.
- Members discussed a variety of topics with the PCSO including the school being vandalised again and the need for security cameras there.
- Councillor Pam Banks requested more local walkabouts. Members were assured more time had been allocated to officers for being present within communities and that there would also be a walk & talk session planned soon.
- PCSO Griffiths offered members the use of a speed gun if so required.
- Councillor Kristina Howells mentioned the alleged arson attack next to the Fun Ship on the dock.

- The matter of parking on zig zag lines was raised. PCSO Griffiths suggested reporting evidence via Op Snap – NWP, whereby a fine could then be issued.

**23-54 Clerk's Updates and Communications:
Clerks report –**

- a) Following multiple operating issues with the current laptop, the clerk requested members permission to purchase new equipment. The clerk also explained the equipment and software needed to be securely installed and protected by using a council approved IT consultant to ensure business legislation was upheld.
IT WAS RESOLVED: to approve the purchase of a laptop and allow the procurement of the I.T. consultant for installation and compliancy of software under delegated powers of Clerk in consultation with Chair/Vice Chair.
- b) The clerk informed members the leaving gifts for year 6 Ysgol Bryn Pennant students had been received.
IT WAS RESOLVED: for the Chair to take the gifts to present at the school leavers ceremony.
- c) The Clerk requested permission to start a free no obligation 3 month trial of accounting software in order to streamline financial operations to enable a smother audit with ongoing costs quoted as £7.50 per month.
IT WAS RESOLVED: for the Clerk to commence the free 3 month trial of accounting software.
- d) A card was received from His Majesty the King to thank the council for their Community Council book of condolence.
Members viewed the card from His Majesty the King.
- e) Community Needs in Wales online planning event notification– a resolution was requested for a member/clerk to attend at a cost of £44.00 (12th July 2023, 10.00am-13.00pm)
IT WAS RESOLVED: for Councillors David Seddon & James Jackson to attend the online planning event.
- f) Red Street road surface – County Council informed the Clerk they were not able to commit to the whole scheme but were willing to assist with the scheme should the Community Council & residents wish to make a commitment to contribute. Members were requested to consider the suggestion.
IT WAS RESOLVED: to request Flintshire County Council confirm an approximate costing before approaching residents.
- g) Members were informed the Mostyn Playscheme had now been confirmed for 3 weeks throughout the school holidays.
Members noted the information.
- h) The Clerk requested authorisation to renew the SLCC membership at a shared cost of £90.49 to Mostyn – (full price (£279.00, remaining cost to be paid by Shotton Town Council)
IT WAS RESOLVED: to renew the SLCC membership for a following year.

Email Communications:

18/05/2023	Welsh Government	Welsh Government: News
18/05/2023	Flintshire County Council	Cyflwyniad / Introduction (PlayScheme)
18/05/2023	Welsh Government	Welsh Government: Consultation
18/05/2023	Tracey Cunnew - Flintshire County Council	Visits to Town and Community Councils
22/05/2023	Welsh Government	Welsh Government: News
23/05/2023	One Voice Wales	MAY & JUNE 2023 TRAINING DATES
08/06/2023	NI Mail Distribution	HyNet Carbon Dioxide Pipeline
08/06/2023	One Voice Wales	20mph Communications and Engagement Toolkit
08/06/2023	Flintshire County Council	Consultation on the Implementing of a Dog Control Public Spaces Protection Order in Flintshire
09/06/2023	Flintshire County Council	Local Toilet Strategy for Flintshire County Council
12/06/2023	20s Plenty	News June 2023 - Mostyn Community Council
13/06/2023	One Voice Wales	Wales Connectivity Survey

The Clerk reminded members of emails circulated within the past month and councillors commented on various matters.

IT WAS RESOLVED: for members to note the email communications received.

23-55 Planning Matters:

(A) Applications:

Planning Application Number	Proposal	Address
FUL/000530/23	USE OF LAND FOR SITING OF MOBILE CHALET FOR USE AS HOLIDAY LET	Ty Coch, Red Street, Rhewl, Mostyn, CH8 9QZ

IT WAS RESOLVED: to object to planning application FUL/000530/23 due to concerns with:

- Access for emergency and waste vehicles
- General daily access due to being an unadopted road
- No mains sewerage
- Access to utilities
- Possibility of a mineshaft.

This application was requested to be reviewed by the County planning committee.

(B) Decisions:

There were no decisions to report made by County Council relation to planning applications in Mostyn.

(C) Planning updates -:

- OUT/000496/22 (housing development adjacent to Ffordd Pennant)– this application had been put to the Planning Committee on 21st June following a site visit on 19th June. Members voiced their concern that questions were not permitted to be asked at such site visits by community councillors.
- LBC/000818/22 – Mostyn Lodge – the consultation period had now opened.

Members noted the updates provided from County Council on existing applications.

23-56 Accounts & Finances:

To approve the May 2023 accounts paid:

May-23					
Invoice date	Supplier	Item	Amount inc VAT	Minute reference	Slip ref:
29/04/2023	ICO	Information Commissioners renewal	35.00		126
25/05/2023	Multiple	April Staffing Costs	808.35		133/134
29/04/2023	HSBC	Bank Charges	5.00		135
08/05/2023	Donna Lewis	Event entertainment	150.00	Feb 23/15	136
07/05/2023	Howl at the Moon Entertainment	Event Services	470.00	Feb 23/15	137
08/05/2023	Hillgiftz	Trading refund (Cancellation)	10.00	Feb 23/15	138
09/05/2023	Karen Donovan	Trading refund (Cancellation)	10.00	Feb 23/15	139
28/04/2023	Mega Electrical NW Ltd	Fault repair (Opposite Rhewl Cemetery)	96.00	March 23/11	140
05/05/2023	Club Shop Direct	Coronation plaque for school	16.14	March 23/14b	141
04/04/2023	Scottish Power	Street lighting April 23	331.72		142
11/05/2023	Spoken Gifts	Year 6 School leavers gifts	195.89	April 23/07b	143
15/05/2023	One Voice Wales	Member Training	38.00	Feb 23/6b	144
19/05/2023	Cllr Kristina Howells	Coronation garden party expenses	455.38	May 23/46	145
19/05/2023	Cllr Pamela Banks	Allowances	208.00	May 23/33	146
18/05/2023	Zurich Municipal	Business Insurance 23-24	528.75		147
19/05/2023	Cllr David Seddon	Chair's Allowance 23-24	400.00	May 23/33	148
19/05/2023	Cllr Kristina Howells	Allowances	208.00	May 23/33	149
19/05/2023	Cllr David seddon	Consumables Allowance	52.00	May 23/33	150
19/05/2023	Cllr Ray Knight	Allowances	208.00	May 23/33	151
19/05/2023	Cllr Mike Lewis-Jones	Allowances	208.00	May 23/33	152
19/05/2023	Cllr Hayley Jones	Allowances	208.00	May 23/33	153
19/05/2023	Cllr James Jackson	Allowances	208.00	May 23/33	154
19/05/2023	Cllr Megan Howells	Allowances	208.00	May 23/33	155
			£5,058.23		

IT WAS RESOLVED: to note and approve the accounts paid in May 2023.

To review June 23 accounts for payment:

Invoice date	Supplier	Item	Amount inc VAT		Minute reference	Slip ref:
25/06/2023	Multiple	Staff costs (May 23)	£939.13	BACS		156-157
06/06/2023	JDH Business services Ltd	Internal Audit 22-23	£294.00	BACS		158
21/06/2023	HSBC	Bank Charges	£5.00	DR		159
09/06/2023	Collette Lowry	Travel costs (audit collection)	£11.50	BACS		160
01/06/2023	SLCC	Membership	£90.49	BACS		161
14/06/2023	The Range	Paper, diary	£6.78	Debit card		162
06/06/2023	Scottish Power	Streetlighting electricity	£343.13	Direct debit	20/06/2023	163
		Total	£1,690.03			

IT WAS RESOLVED: to approve the accounts submitted for payment in June 2023, including the late invoice from Scottish Power which was received following the agenda dissemination.

May 23 Income:

Income - May 2023			
Date	Creditor	Receipt Details	Amount
01/05/2023	Hillgiftz	Event booking fee	£10.00
21/05/2023	HMRC	Tax Rebate 2022-2023	2,138.78
	TOTAL		£2,138.78

IT WAS RESOLVED: to note the income received in May 2023.

23-57 Lighting & Streetscene:

a) Streetscene, matters & updates reported:

Members discussed various matters within the wards including the coastal path, fly tipping and updates on the church sign and defibrillator sign.

IT WAS RESOLVED: for County Councillor Pam banks to request Streetscene Officers reconsider placing an additional bin at Maes pennant shops.

23-58 Match funding:

Following a site meeting with Richard Roberts from Aura, the council had requested £10,000 match funding and were awaiting advice on play equipment and a further report on the lifespan of the skate park equipment.

Communication had now been received to confirm an £8,000 contribution from the community council would be required for the removal of the previous play structure at Maes Pennant, the installation of a new multi-play structure and safety flooring including all labour costs.

Members were asked to consider the request taking into consideration the approved budget for 2023/24. (Information was circulated).

IT WAS RESOLVED: for the council to commit to pay £8,000 towards the proposed Multi-play structure at Maes Pennant play area.

23-59 Internal Audit:

Members were informed the internal audit 2022-2023 had now been assessed and the report was attached. Members to note the recommendation:

	ISSUE	RECOMMENDATION	FOLLOW UP
1	Staff costs includes a tax free allowance paid to the Clerk for home working of £312. The annual return has been updated this year to clarify that only taxable allowances are to be included within the staff costs.	<i>The annual return should be amended as follows: Staff costs £8,725 Total other payments £35,948</i>	

Members were informed this recommendation had now been actioned.

The external audit date is yet to be announced.

IT WAS RESOLVED: to note the report.

23-60 Standing Orders:

Members were requested to review the attached policy and approve for adoption/publication.

IT WAS RESOLVED: to adopt the policy.

23-61 Document Retention Policy:

Members were requested to review the policy (attached) and approve for adoption/publication.

IT WAS RESOLVED: to adopt the policy.

23-62 Councillor Co-option:

Following the closing date of 31st May 2023, for expressions of interest for the co-option of 2 Mostyn ward members, there had been 3 interested parties. Members were requested to assess the applications and vote accordingly.

Councillor Pam Banks left the room when discussing one application (personal interest declared).

IT WAS RESOLVED: to co-opt Mr Thomas Beal and Mr Steven Tomlinson as community councillors for the Mostyn ward and for the remaining applicant to be informed of the decision.

23-63 County Councillors reports:

Following a local incident, Councillor Pam Banks warned of cold callers offering to do gardening and leaving with payment without undertaking any work.

23-64 Community Councillors reports:

There were no further reports by members.

23-65 Close of meeting:

Chair closed the meeting at 8.35 pm.