

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 use the following link or email the clerk: clerk@mostyn-council.wales for further guidance.

https://teams.microsoft.com/join/19%3ameeting_OTUyZDIwNTItOGMwZi00MmVjLWE2MDctOWYxYTg3ZWU0MzE0%40thread.v2/0?context=%7b%22Tid%22%3a%225fec017c-33a8-4a7e-843d-04d2b760c2ef%22%2c%22Oid%22%3a%226fc705e4-5b29-4b49-84c5-54f78ba9aa2d%22%7d

Dear Councillor / Annwyl Gynghorydd,

You are summoned to a hybrid meeting of Mostyn Community Council to be held at Mostyn Community Centre on Monday 15th July 2024 at 7.00 pm. The meeting will consider the items below:

A handwritten signature in black ink, appearing to be 'CL' or similar initials.

Mrs Collette Lowry – Clerk / Clerc

Agenda 15 July 2024 / 15ed Gorffennaf 2024

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. Public Speaking:
Isobel Smith - Flintshire Connecting Countryside and Coast Development Officer to present on the 'Connecting Coast to Countryside' project.
5. Minutes & Meetings:
 - a) To approve the minutes of the 17th June 2024 meeting.
 - b) To receive any matters arising from those minutes.
6. Clerk's Updates and Communications:
Clerks report –

- a) External Audit is being prepared and will be submitted before the deadline.
- b) Fit, Fed & Read – the scheme will take place in Mostyn on 25th July, 1st August, 8th August, 15th August & 22nd August, 11.00am to 12.30pm.
- c) Mostyn playscheme – the scheme will take place in weeks 4-6 of the summer holidays, 2.00pm – 4.00pm
- a) Reminder for any members to complete their allowance forms and working from home statement prior to payment being made.

Email Communications:

Email Communications		
04/07/2024	One Voice Wales	Multi Location Meetings
07/07/2024	One Voice Wales	TRAINING - JULY, AUGUST & SEPTEMBER TRAINING DATES

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

7. Planning Matters:

a) Applications:

None

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

* Viewing of the applications on the Flintshire County Council website is recommended.
<https://planning.agileapplications.co.uk/flintshire>

b) Decisions:

None

c) Planning updates:

- Planning – Hunters Lodge - LDC/000351/24 - Councillor Pamela Banks to report.

8. Accounts & Finances:

To approve the June 2024 accounts paid:

Jun-24						
Invoice date	Supplier	Item	Amount inc VAT		Minute reference	Slip ref:
25/06/2024	Multiple	Staff costs (May 24)	£966.15	BACS		272
21/06/2024	HSBC	Bank Charges June 24	£5.00	DR	24/14	273
31/05/2024	Wales Audit Office	22-23 External Audit fees	£240.00	BACS		274
04/06/2024	Scottish Power	Streetlighting May 24	£358.73	DD	24/14	275
01/06/2024	JDH Business Services Ltd	Internal Audit 23-24	£330.00	BACS		276
07/06/2024	One Voice Wales	Members training	£80.00	BACS		277
15/05/2024	Members IRPW Allowances	Multiple (4)	£832.00	BACS	24/17	278-281
		Total	£2,811.88			

*Payments may have been made using email authorisation/pre-authorisation (Financial Regulations 5.6)

To review July 2024 accounts for payment:

Invoice date	Supplier	Item	Amount inc VAT		Minute reference	Slip ref:
26/06/2024	Ionos Cloud Ltd	Hosting July 24	£7.20	CARD	24/14	282
07/07/2024	Multiple	Members Allowances 24-25	£832.00	BACS	24/17	283-286
21/07/2024	HSBC	Bank Charges June 24	£5.00	DR		287
25/07/2024	Multiple	Staffing fees June 24	£1,026.51	BACS	24/14	288-289
04/07/2024	One Voice Wales	Training (1)	£40.00	BACS		290
04/07/2024	One Voice Wales	Training (2)	£40.00	BACS		291
28/06/2024	Philip Jones Computers	I.T. assistance	£10.00	BACS		292
07/07/2024	Safelincs	Defib pads	£328.61	BACS	24/49	293
08/07/2024	Spoken Gifts Ltd	YBP leavers gifts	£265.79	BACS	24/46	294
08/07/2024	SLCC	Membership 24/25	£288.00	BACS	24/41	295
09/07/2024	Confidential	Members Allowances 24-25	£52.00	BACS	24/17	296
		Total	£2,895.11			

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

June 2024 Income:

Date	Creditor	Receipt Details	Amount
07/06/2024	HSBC	Gross Interest	£109.48
	TOTAL		£109.48

Other Financial Matters:

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 1972 Act to delegate to a single member.

9. Quarter 1 Bank Reconciliation & Budget Reports:

Members to note the first Quarter reports.

10. Police matters:

Members to report matters arising.

11. Lighting & Streetscene:

- Members to consider the preferred locations of the 4 dog waste bag dispensers within the wards
- Members to report matters arising.

12. Data Protection Policy:

Members to consider the attached policy to adopt.

13. Hybrid Meetings policy:

Members to consider the attached policy to adopt.

14. Locum Clerk Requirement:

Members to consider resolving to enlist a locum clerk whilst the current clerk undergoes an operation.

15. County Councillors reports:

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

16. Community Councillors reports:

- a) Members to receive WFTCC update from Councillor Dave Seddon.
- b) Members to receive NMWA update from Councillor Patrick Heesom.
- c) To receive Town Councillor updates on any relevant issues not otherwise covered on the agenda.

17. Close of meeting:

Cyngor Cymuned Mostyn Mostyn Community Council



Minutes of Full Council Hybrid Meeting of Mostyn Community Council held in Mostyn Community Centre on

17 June 2024 / 17ed Mehefin 2024

24-34 a) To record attendance

Members: Councillors Kristina Howells, Meg Howells, Thomas Beal, Hayley Jones, Steven Tomlinson, David Seddon & Patrick Heesom.

Officers: Collette Lowry (Clerk & Responsible Financial Officer) & Climate Change Projects Officer, Flintshire County Council).

Members of the Public: 0

b) Apologies for absence:

Members accepted apologies & reasons for absence from Councillors Mike Lewis-Jones, Ray Knight and James Jackson. Councillor Pam Banks was absent.

24-35 Chairman's Remarks:

Chair, Councillor Kristina Howells presented Councillor Steven Tomlinson with certificates for completion of online training. Councillor Howells also informed council that she herself had recently attended 2 modules of training.

Regarding the play area match funding scheme for Maes Pennant, Councillor Howells suggested sending a poll of options to the school for pupils to complete.

Councillor Howells updated members on the recent litter pick and announced there would be a further one the following month.

24-36 Declarations of interest:

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

There were no such declarations.

24-37 Public Speaking:

Ben Turpin – (Flintshire County Council Climate Change Project Officer) presented members with a town council toolkit talk detailing climate change and the carbon reduction plan.

24-38 Minutes & Meetings:

a) To approve the minutes of the 20th May 2024 meeting.

b) To receive any matters arising from those minutes.

IT WAS RESOLVED: to approve the minutes of the 20th April 2024 full council meeting as an accurate record and would be signed by the Chair of the Council.

There were no matters arising.

24-39 Clerk's Updates and Communications:

Clerks report –

- a) Councillor Meg Howells confirmed acceptance of Vice Chair and signed Declaration of Office in the presence of the Clerk.
- b) The Clerk required confirmation of moving the full council meeting of 21st April 2025, due to it being a bank holiday.
IT WAS RESOLVED: to move the full council meeting date of April to Monday 14th April 2025.
- c) Members were reminded to complete their allowance forms and working from home statement prior to payment being made.

Email Communications:

04/06/2024	20's Plenty	Diolch am 20 / Thanks for 20
04/06/2024	One Voice Wales	JUNE, JULY, AUGUST & SEPTEMBER TRAINING DATES
04/06/2024	Welsh Government	News
04/06/2024	Awel y Mor	Awel y Môr newsletter May 2024
04/06/2024	Welsh Government	Consultation
05/06/2024	Ken Skates	Letter from Ken Skates MS, Cabinet Secretary for North Wales and Transport - 05-06-2024

Members noted email communications received throughout the previous month.

24-40 Planning Matters:

a) Applications:

Planning Application Number	Proposal	Address
COU/001111/23	Material change of use to replace the touring caravans permitted on site for static caravans used for holiday accommodation	Land at Old Tavern, Coast Road, Holywell, Flintshire, CH8 9DX

Members considered application COU/001111/23 and held no objection in principle, other than noticing some discrepancies, feeling statics would be a safer option than tourers.

IT WAS RESOLVED: for the clerk to respond to the planning department.

b) Decisions:

None

c) Planning updates & information:

- Planning – Hunters Lodge - LDC/000351/24 - Councillor Pamela Banks to report.
IT WAS RESOLVED: in Councillor Bank's absence to move the agenda to the following full council meeting.
- Planning committee recommendations
- **IT WAS RESOLVED:** to follow up the request to for a Senior Planning Officer to attend a meeting with the community council.
- **Information item: Application by Mona Offshore Wind Limited for an Order Granting Development Consent for the Mona Offshore Wind Farm Project.**
A letter from the Examining Authority (ExA) had been published on the National Infrastructure Planning website.

The letter was an invitation to the Preliminary Meeting for the above application (the 'Rule 6' letter) which would be held on Tuesday 16 July 2024 at 10:00am (registration 09:30) both in person at Venue Cymru, Promenade, Llandudno, LL30 1BB and by virtual means using Microsoft Teams. The letter included an agenda for the meeting, a draft Examination Timetable and other important matters.

Members noted the information.

24-41 Accounts & Finances:

To approve the May 2024 accounts paid:

Invoice date	Supplier	Item	Amount inc VAT		Minute reference	Slip ref:
03/04/2024	ICO	Data protection	£35.00	DD	23/32	256
01/04/2024	One Voice Wales	24-25 membership	£342.00	BACS		252
17/04/2024	Mijan Ltd	Accounting software fees 24-25	£96.00	BACS		260
26/04/2024	Ionos Cloud Ltd	Hosting April/May 24	£7.20	CARD		262
01/05/2024	Zurich Municipal Ltd	2024-25 Insurance	£537.18	BACS		263
21/05/2024	HSBC	Bank Charges 24April	£5.00	DR	23/32	264
25/04/2024	Multiple	Staff costs (April 24)	£803.08	BACS	23/32	265
04/05/2024	Scottish Power	Streetlighting April 24	£347.26	DD	23/32	266
30/04/2024	Mega Electrical Ltd	Remedial works	£1,020.00	BACS	23/112	267
30/04/2024	Mega Electrical Ltd	Faults	£504.00	BACS		268
02/05/2024	Microsoft	Microsoft 365 yearly fee	£147.50	CARD	23/32	269
26/05/2024	Ionos Cloud Ltd	Hosting May/June 24	£7.20	CARD	24/14	270
		Total	£3,851.42			

*Payments may have been made using email authorisation/pre-authorisation (Financial Regulations 5.6)

IT WAS RESOLVED: to note and approve the accounts paid in May 2024.

To review June 2024 accounts for payment:

Invoice date	Supplier	Item	Amount inc VAT		Minute reference	Slip ref:
25/06/2024	Multiple	Staff costs (May 24)	£966.15	BACS		272
21/06/2024	HSBC	Bank Charges June 24	£5.00	DR	24/14	273
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01/06/2024	JDH Business Services Ltd	Internal Audit 23-24	£330.00	BACS		276
07/06/2024	One Voice Wales	Members training	£80.00	BACS		277
15/05/2024	Members IRPW Allowances	Multiple (4)	£832.00	BACS	24/17	278-281
		Total	£2,811.88			

IT WAS RESOLVED: to approve the accounts submitted for payment in June 2024.

May 2024 Income:

None

Other Financial Matters:

- Members were requested to form a resolution to preauthorise refreshment expenditure.
IT WAS RESOLVED: to pre-authorise the purchase of refreshments for meetings.
- SLCC Membership renewal for consideration: £208.00 for the year 2024-25.
IT WAS RESOLVED: to renew the SLCC membership for 2024/25
- Councillor David Seddon to confirm accounts signatory status.
IT WAS RESOLVED: for Councillor David Seddon to remain as finance signatory.

24-42 Police matters:

Members to report matters arising.

Members reported the matter of the parked cars obstructing the junction of Downing Road onto Hafod y Ddol, quad bikes in the woods near Pennant Park, and ASB at the new builds in Ffordd Hiraethog.

24-43 Lighting & Streetscene:

Members to report matters arising.

Members reported full dog waste bins on the Lletty Hill and in Rhewl.

IT WAS RESOLVED: for the Clerk to report.

24-44 Committees & Outside Bodies – (carried over from Annual Meeting):

To review and receive nominations to serve on committees and outside bodies and arrangements for reporting back.

IT WAS RESOLVED: for members be appointed to the following committees:

- West Flintshire Town & Community Councils Working Group** – Cllr David Seddon
- Minor Authority School Governors:** Cllr David Seddon, Kristina Howells
- North & Mid Wales Association of Local Councils** – Cllr Patrick Heesom
- Planning Committee:** - Councillors Meg Howells, Patrick Heesom, Steven Tomlinson, James Jackson, David Seddon, Chair as ex-officio
Terms of Reference: Committee to be advisory capacity only and to meet the Wednesday before each full council meeting (pending applications).
- Environmental Representative:** Councillor Ray Knight

24-45 2023-2024 Annual Return Internal Audit Response:

Members referred to reports attached. Chair was requested to sign. (Annual Accounts inspected/signed at April full council meeting).

The report concluded only one recommendation for improvement to ensure dates of asset addition/removal was recorded. The auditor concluded overall an excellent set of records submitted and thanked the clerk for the time taken to put the documents together.

Members thanked the clerk for the work involved in the preparation of the audit documentation.

24-46 Ysgol Bryn Pennant Leavers Gifts:

Members considered the ongoing tradition of purchasing small gifts for the Year 6 leaver students. For reference 2023 gifts totalled £196.00 including VAT.

IT WAS RESOLVED: to continue in the same form as previous years and order the bottles for each child in Year 6. Councillors Kristina Howells and Mike Lewis-Jones were to present at the leavers assembly.

24-47 Social Media Policy:

Members to review & adopt the policy.

IT WAS RESOLVED: to adopt the policy.

24-48 County Councillors reports:

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

Councillor Banks was not present at the meeting.

24-49 Community Councillors reports:

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

Members requested new defibrillator pads and dog waste bags for the community dispensers.

IT WAS RESOLVED: for the clerk to place orders for the relevant items.

24-50 Close of meeting:

Chair closed the meeting at 20.05
