



# Connah's Quay Town Council

Steven M Goodrum  
Clerk of the Council & Financial Officer

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23 November 2021

Dear Sir/Madam,

Notice is hereby given that a Meeting of the **TOWN COUNCIL** will be held on Monday 29 November 2021 at 6.30p.m.

The meeting will be hosted via Zoom video/telephone conference call due to the COVID-19 restrictions.

Full details about how to access the meeting will be issued in advance of the meeting.

Yours faithfully

STEVEN GOODRUM  
Clerk & Financial Officer

# Agenda

Monday 29 November 2021

- 1 Notice of Meeting  
To receive notice of meeting.
- 2 Apologies  
To receive apologies for non-attendance.
- 3 Declarations of Interest  
To receive details from Members of any Declarations of Interest relating to matters being considered at this month's Council Meeting.
- 4 Minutes  
To receive and approve, or otherwise, as a correct record, the Minutes of Meeting held 25 October 2021 (copy enclosed).
- 5 Committee Reports etc.  
To receive the following (copy enclosed).
  - (a) Planning Committee – 25 October 2021
  - (b) Special Finance & General Purposes Committee – 25 October 2021
  - (c) Consultative Committee – 3 November 2021
  - (d) Planning Committee – 3 November 2021
  - (e) Finance and General Purposes Committee – 3 November 2021
  - (f) Recreation and Entertainments Committee – 3 November 2021
  - (g) Declarations of Interest – 3 November 2021
- 6 Accounts  
To approve payment of the Accounts for the month of November 2021 (copy enclosed).

# Connah's Quay Town Council

## Minutes of Meeting held Monday 25 October 2021

This meeting was held remotely by video call/telephone due to the Covid-19 pandemic

Present: (Attendance Register)

Councillor L. P. Davies (Chair) presiding

Councillors W. Caterall, W. Crease, A. I. Dunbar, A. Dunbobbin, E. S. Faulkner, Mrs G. A. Faulkner, R. V. Hill, R. O'Gorman, C. Risley, A. J. Roberts, I. R. Smith, and, A. S. Wren.

Mr S. M. Goodrum (Clerk & Financial Officer)

### 46. Notice of Meeting

The notice of meeting was received.

### 47. Apologies

Apologies for non-attendance were received from Councillors J. B. Attridge, W. Hastings, and, N. Jones

### 48. Declarations of Interest

None declared.

### 49. Minutes

The Minutes of the Meetings held 27 September 2021 were received, approved and agreed as a correct record.

### 50. Committee Reports

- (a) Planning Committee – 27 September 2021
- (b) Consultative Committee – 6 October 2021
- (c) Planning Committee – 6 October 2021
- (d) Finance and General Purposes Committee – 6 October 2021
- (e) Recreation and Entertainments Committee – 6 October 2021
- (f) Town Regeneration Committee – 6 October 2021
- (g) Declarations of Interest – 6 October 2021

#### RESOLVED:

It was noted that the Chair of the Planning Committee meeting held on Monday 27 September was Cllr. A. I. Dunbar not L. P. Davies.

Subject to this amendment, reports (a), (b), (c), (d), (e), (f) & (g) be adopted.

### 51. Accounts

The Accounts for the month of October 2021 were approved for payment as per the schedule.

Confirmed 29 November 2021

Presiding Chair

The meeting commenced at 6.30pm and ended at 6.37pm

# CONNAH'S QUAY TOWN COUNCIL

## Minutes of Planning Committee held Monday 25 October 2021

Present: (Attendance Register)  
Councillor R. O’Gorman (Chair) presiding

Councillors W. Caterall, W. Crease, C. Risley, L. P. Davies, A. I. Dunbar, A. Dunbobbin, E. S. Faulkner, Mrs G. A. Faulkner, R. V. Hill, A. J. Roberts, I. R. Smith, and, A. S. Wren.

Mr S. M. Goodrum (Clerk & Financial Officer)

### 96. NOTICE OF MEETING

The notice of meeting was received.

### 97. APOLOGIES

Apologies for non-attendance were received from Councillors J. B. Attridge, W. Hastings, and, N. Jones

### 98. DECLARATIONS OF INTEREST

None declared

### 99. PLANNING APPLICATIONS

Golftyn Ward

[063071 - Land adjacent to Halfway House, Church Street, Connahs Quay](#)

Erection of a detached block of flats.

#### RECOMMENDED:

That the Clerk writes to the Head of Planning Services informing him that the Town Council makes the following observations:

- The Town Council objects to planning application 063071 due to:
  - the potential impact of local residents with the proposal overlooking neighbouring properties; and
  - there are already a lot of flats along this stretch of road and there are therefore concerns about increased traffic and parking problems.

Council would also like to make representation that it would rather see developments for family/domestic housing rather than flats.

(1 Councillor abstained; 1 Councillor supported the proposal; the remaining Councillors voted against).

Confirmed 29 November 2021

Presiding Chair

The meeting commenced at 6.15pm and ended at 6.28pm



**CONNAH'S QUAY TOWN COUNCIL**

**Minutes of Meeting of the Special Finance & General Purposes Committee**  
**Monday 25 October 2021**

This meeting was held remotely by video call/telephone due to the Covid-19 pandemic

Present: (Attendance Register)

Councillor A. J. Roberts (Chair) presiding

Councillors W. Caterall, W. Crease, L. P. Davies, A. I. Dunbar, A. Dunbobbin, E. S. Faulkner, Mrs G. A. Faulkner, R. V. Hill, R. O'Gorman, C. Risley, I. R. Smith, and, A. S. Wren.

Mr S. M. Goodrum (Clerk & Financial Officer)

**100. NOTICE OF MEETING**

The notice of meeting was received.

**101. APOLOGIES**

Apologies for non-attendance were received from Councillors J. B. Attridge, W. Hastings, and, N. Jones

**102. DECLARATIONS OF INTEREST**

None declared.

**103. CIVIC HALL AS LOCAL TESTING SITE**

The Clerk submitted a report about extending the Town Council Civic Hall's use as a Local Covid Testing Site until the end of March 2022 (copy forwarded to Councillors with the Agenda).

RECOMMENDED:

That the report be received and that the request to extend the Civic Hall's use as a Local Testing Site until the end of March 2022 be agreed.

Confirmed 29 November 2021

Presiding Chair

The meeting commenced at 6.38pm and ended at 6.40pm





# CONNAH'S QUAY TOWN COUNCIL

## Minutes of Meeting held Wednesday 3 November 2021

This meeting was held remotely by video call/telephone due to the Covid-19 pandemic

Present: (Attendance Register)

Councillor L. P. Davies (Chair) presiding

Councillors W. Catterall, B. Crease, A. I. Dunbar, E. S. Faulkner, Mrs G. A. Faulkner, Mrs B. Futia, R. O’Gorman, W. Hastings, N. Jones, C. Risley, A. J. Roberts, I. Smith and A. Wren.

Mr S. M. Goodrum (Clerk & Financial Officer)

Mrs S. L. Phillips (Administrative Officer)

Vice-Chair Councillor R. O’Gorman took charge of the meeting due to the Chair having technical difficulties.

### 104. NOTICE OF MEETING

The notice of meeting was received.

### 105. APOLOGIES

Apologies for non-attendance were received from Councillors J. B. Attridge and R. V. Hill, Councillor A. P. Shotton.

### 106. DECLARATIONS OF INTEREST

Councillor A. Wren declared a Personal Interest in Item 20 – Mill Lane Allotment Quarterly Update.

Councillor B. Crease declared a Personal Interest in Item 20 – Mill Lane Allotment Quarterly Update.

Councillor A. I. Dunbar declared a Personal Interest in Item 12 – Annual Service of Remembrance.

Councillor L. P. Davies declared a Personal Interest in Item 12 – Annual Service of Remembrance.

Councillor R. O’Gorman declared a Personal Interest in Item 12 – Annual Service of Remembrance.

The Chair resumed charge of the meeting.

### 107. POLICE CONSULTATIVE ARRANGEMENTS

Inspector Stephen Roberts is still unable to attend meetings that use the Zoom platform.

The Clerk informed Councillors to forward any question and he would raise with the Police.

Confirmed 29 November 2021

Presiding Chair

**PLANNING COMMITTEE – 03/11/21**

Councillor R. O’Gorman (Chair) presiding

**108. MINUTES**

The Minutes of Meeting held 27 September 2021 (pages 22 & 23) and 6 October 2021 (page 25) were received and approved as correct records and signed by the Chair.

**109. NOTIFICATION OF PLANNING DECISIONS**

None Received.

**110. PLANNING APPLICATIONS**

None Received.

Confirmed 29 November 2021

Presiding Chair

**FINANCE AND GENERAL PURPOSES COMMITTEE – 06/10/21**

Councillor A. J. Roberts (Chair) presiding

**111. MINUTES**

The Minutes of Meeting held 6 October 2021 (pages 26, 27 & 28) were received and approved as correct records and signed by the Chair.

**112. FINANCIAL UPDATE TO 30 SEPTEMBER 2021**

The Clerk submitted a report with an update regarding the Town Council’s financial position at 30<sup>th</sup> September 2021 (copy forwarded to Councillors with the Agenda).

The Clerk informed Members that as the Civic Hall was remaining as a local testing centre until March 2022 the Council will be able to claim back all costs. It is not the Councils fault the Hall has been closed and not in use for over a year.

Members thanked the Clerk for the up to date reports.

Councillor Futia advised that the report was dated August when it should have been October. The Clerk apologised for this.

**RECOMMENDED:**

That the report be received.

**113. COVID 19 UPDATE**

The Clerk submitted a report about how the Town Council intends to move forward as COVID-19 restrictions ease and to update on how COVID-19 is impacting the Council (copy forwarded to Councillors with the Agenda).

Councillor Dunbar queried what the costs were for the Council regarding where the Council make public attendance at meetings accessible from anywhere, including remotely from May 2022.

The Clerk advised that as the room was fairly modern the Council would only need to install cameras & microphones.

**RECOMMENDED:**

That the report be received and the Clerk to obtain quotes for equipment required.

**114. COMMITTEE FORWARD WORK PLANNING**

The Clerk submitted a report to the Councillors that will help to organise the Committee's business and activities for the coming months (copy forwarded to Councillors with the Agenda).

Members agreed that this agenda item was an ongoing programme.

**RECOMMENDED:**

That the report be received.

**115. ANNUAL SERVICE OF REMEMBRANCE**

The Clerk submitted a letter to the Councillors from the Connah's Quay and Shotton Interservices Committee (copy forwarded to Councillors with the Agenda).

Councillor Davies advised Members that this year's Annual Service of Remembrance is on Sunday 14<sup>th</sup> November. The Service will be held at the Connah's Quay & Shotton War Memorial at 10.45am.

**RECOMMENDED:**

That the report be received.

**116. INDEPENDENT REMUNERATION PANEL FOR WALES (IRPW) ANNUAL REPORT 2022-23**

The Clerk submitted a report about the Independent Remuneration Panel for Wales' Annual Report 2022-23 (copy forwarded to Councillors with the Agenda).

The Clerk advised that this was only a draft report and are seeking the views from relevant parties. Section 13 related specifically to Community and Town Councils and if any Members wished he would forward a copy to them.

Any comments forward to the Clerk to pass on,

**RECOMMENDED:**

That the report be received.

**117. FESTIVE WORKING ARRANGEMENTS 2021**

The Clerk submitted a report detailing working arrangements for the Town Council's facilities between Christmas and New Year 2021-22 (copy forwarded to Councillors with the Agenda).

Members asked if staff didn't wish to take holidays was there work for them, which the Clerk advised yes.

**RECOMMENDED:**

That the report be received.

**118. QUAY BUILDING QUARTERLY UPDATE**

The Clerk submitted a report to update members in respect of activities in relation to the Quay Building that have taken place during September (copy forwarded to Councillors with the Agenda).

The Clerk informed Members that he report details how the venue is being utilised for both the Council and public use.

Councillor Futia asked if the Occupancy included those of the Town Centre Manager and did she use and promote the use of the Quay Building. The Clerk informed that the Town Centre Manager does use the rooms for meetings but does not promote the Quay Building.

Councillor Riskey advised that the use of graphs maybe beneficial, look at having KPI's and use them to drive forward. Use the data gathered and build on looking at a way forward.

Councillor Crease advised that the Council had to be careful not to veer into competing with other community venues like church halls etc. The Council could not be seen at running a business and be careful on how promotion is made.

The Clerk advised that a number of local Community Groups use the Councils facilities as their premises are not suitable.

Members were pleased with a good discussion.

**RECOMMENDED:**

That the report be received.

Presiding Chair

**RECREATION AND ENTERTAINMENTS COMMITTEE – 03/11/2021**

Councillor L. P. Davies (Chair) presiding

**119. MINUTES**

The Minutes of the Meeting held 6 October 2021 (pages 28, 29 & 30) were received and approved as correct records and signed by the Chair.

**120. COMMITTEE FORWARD WORK PLANNING**

The Clerk submitted a report to the Councillors that will help to organise the Committee's business and activities for the coming months (copy forwarded to Councillors with the Agenda).

Councillor Dunbar urged Members to put forward details of where tree's where to be planted for each ward. Important to safeguard carbon foot print.

Members queried if the local schools had be contacted regarding the tree planting, to which the Clerk informed a letter was due to go out later in the week.

RECOMMENDED:

That the report be received and identify areas in wards for tree planning.

**121. COUNCIL EVENTS 2021**

The Clerk submitted a report to the Councillors with information about hosting a Santa's Grotto at Quay Community Room in December (copy forwarded to Councillors with the Agenda).

The Clerk informed Members that due to too many restrictions following the risk assessment that it is recommended that Council agree not to host a Santa's Grotto at the Quay Community Room.

RECOMMENDED:

That the report and recommendation be received.

**122. QUAYPLAY 2021**

The Clerk submitted a report to update Members about the Town Council's annual playscheme: Quayplay (copy forwarded to Councillors with the Agenda).

Members all agreed that this year's Quayplay was a success, it was fully subscribed with no Covid cases.

Members also praised the help provided by Streetscene and asked for the Clerk to send a letter of thanks.

**RECOMMENDED:**

That the letter be received and the Clerk to send a letter to Streetscene.

**123. MILL LANE ALLOTMENT QUARTERLY UPDATE**

The Clerk submitted a report to re-introduce the quarterly reporting in respect of Mill Lane Allotments (copy forwarded to Councillors with the Agenda).

The Chair informed Members that there are currently 48 names on the waiting list. And advised that an exercise will be undertaken to review the list, by contacting those who have been on the list prior to 1<sup>st</sup> January 2021 to determine their intentions.

Members asked what action will take place to the 2 untidy Allotment Plots. The Clerk advised steps were being taken to rectify.

Councillor Wren advised that due to overgrown brambles there was no access to the stopcock to turn off the water. It is an avoidable cost during the winter months to stop pipes bursting. The Clerk informed that the contractor had been contacted to rectify this matter.

Councillor Futia asked if she could attend the next site inspection, she would like to do this being a new Councillor.

**RECOMMENDED:**

That the report be received.

**124. COMMUNITY CENTRE UPDATE**

The Clerk submitted a report to update Members in respect of activities in relation to the Community Centre that have taken place during October (copy forwarded to Councillors with the Agenda).

Members thanked the Clerk for the report.

**RECOMMENDED:**

That the report be received.

Confirmed 29 November 2021

Presiding Chair

Meeting commenced at 6.30pm and ended at 7.10pm

**CONNAH'S QUAY TOWN COUNCIL 2021-2022**

**REGISTER OF MEMBERS INTERESTS AS DECLARED AND RECORDED**

**COMMITTEE MEETING HELD 3 NOVEMBER 2021**

<b><u>Date of Registration</u></b>	<b><u>Date &amp; Title Of Meeting</u></b>	<b><u>Agenda Item</u></b>	<b><u>Details of Item and Reason for Declaration</u></b>	<b><u>Paragraph No Of Code</u></b>
03/11/21	03/11/21 - Recreation & Entertainment Committee	Item 20 – Mill Lane Allotment Quarterly Update	Councillor A. Wren declared a Personal Interest.	10
03/11/21	03/11/21 - Recreation & Entertainment Committee	Item 20 – Mill Lane Allotment Quarterly Update	Councillor B. Crease declared a Personal Interest.	10
03/11/21	03/11/21 - Finance & General Purposes Committee	Item 12 – Annual Service of Remembrance	Councillor A. I. Dunbar declared a Personal Interest.	10
03/11/21	03/11/21 - Finance & General Purposes Committee	Item 12 – Annual Service of Remembrance	Councillor L. P. Davies declared a Personal Interest.	10
03/11/21	03/11/21 - Finance & General Purposes Committee	Item 12 – Annual Service of Remembrance	Councillor R. O’Gorman declared a Personal Interest.	10

Confirmed 29 November 2021

Presiding Chair





**SCHEDULE OF ACCOUNTS FOR PAYMENT NOVEMBER 2021**

	VAT #	VAT	£.p.
Monthly Salaries & Payments to Inland Revenue in respect of Monthly & Weekly paid Staff			9,462.99
Town Centre Manager			1,266.67
Grenke Leasing Ltd - Phones	#	7.60	45.60
Grenke Leasing Ltd - Phones		29.68	178.06
Opus Energy - Electricity QB 07/10/21 - 06/11/21	#	9.34	196.11
Opus Energy - Gas QB -- 11/10/21 - 10/11/21	#	0.58	12.16
Elite - Computers	#	117.80	706.82
Euro Digital - Photocopier	#		231.59
British Gas - Electricity CH 29/09/21 - 27/10/21	#	192.88	1,157.32
Bryn Deva - School Milk			75.00
Connahs Quay Scouts - Summer Play Scheme			1,200.00
Festive Lighting - Yr1 Agreement signed 21 Jul 2021	#	3,217.90	19,307.42
Flintshire County Council - Clwyd Pension Fund			423.63
Flintshire County Council - Rates - CH			1,177.00
Flintshire County Council - Rates - QC			284.00
Flintshire County Council - Rates - QB			682.00
GLS	#	6.90	41.38
Golftyn School - School Milk			75.00
Hayes Dairy - School Milk - Oct			2,430.00
Henllan Bread			92.40
Network Rail - Right of Way	#	8.52	93.12
Northwest Produce			92.10
PWLB - QB			7,615.85
Ravenscroft & Thackeray			256.96
Sevenways - Refuse - CH	#	33.30	199.80
Sevenways - Refuse - CC	#	6.60	39.60
Sevenways - Refuse - QB	#	14.32	85.92
Viking - Stationery	#	9.97	59.84
Welsh Water - QB			112.84
Welsh Water - CC			3.50
Wish n Wash			90.00
Pace Telecom - Telephone	#	45.86	275.15
HSBC Bank Charges			6.50

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**MONTH TOTAL** **47976.33**

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Chairman

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