



## **CONNAH'S QUAY TOWN COUNCIL**

### **Minutes of Meeting held in Person and Hybrid - Wednesday 4 December 2024**

Present: (Attendance Register)

Councillor D. Owen (Vice-Chair) presiding

Councillors, J. B. Attridge, L. Attridge, B. Crease, A. Dunbobbin, E. Loughnane, R. Mansell, A. Manship, A. R. Owen, D. Richardson, V. Roberts, P. Shotton, I. R. Smith & A. S. Wren.

Mrs S. Wilson (Clerk)

Mrs S. L. Phillips (Administrative Officer)

11 members of the public

#### **156. NOTICE OF MEETING**

The notice of meeting was received.

#### **157. APOLOGIES**

Apologies for non-attendance were received from Councillors, D. Addaway, W. Catterall, A. I. Dunbar, E. S. Faulkner, G. A. Faulkner & A. Hughes.

#### **158. DECLARATIONS OF INTEREST**

Councillor A. S. Wren declared a Personal Interest in Item 19 – Caban Cae'r Nant.

Councillor A. Dunbobbin declared a Personal Interest in Item 5 – Police Consultative.

Councillor I. R. Smith declared a Personal Interest in Item 17 – De-fib Pads & Battery – Deeside Naval Club.

Councillor R. Mansell declared a Personal Interest in Item 19 – Caban Cae'r Nant.

Councillor D. Owen declared a Personal Interest in Item 20 – Kathleen & May Heritage Centre.

Councillor A. Mansell declared a Personal Interest in Item 17 – De-fib Pads & Battery – Deeside Naval Club.

#### **159. COMMITTEE REPORTS ETC**

(a) Consultative Meeting – 6 November 2024

Councillor A. Dunbobbin asked if the wording of the amendment he had requested to the minutes Item 133a – 2 October 2024, could be added onto the minutes. He acknowledged the amendment had been refused but still thinks it is appropriate for the wording to be added.



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Councillor A. S. Wren proposed that the 'wording' be detailed on the minutes of this meeting. The amendment requested by Councillor Dunbobbin was as follows:

'He stated that he has committed to an independent review of the efficiency and effectiveness of CCTV as per his PCC election manifesto. He reiterated the responsibilities of local authorities to the crime and disorder act'.

#### **RECOMMENDED:**

All Members agreed for the wording from Councillor Dunbobbin's amendment be minuted and that report (a) is approved with agreed amendment.

- (b) Planning Committee – 6 November 2024
- (c) Finance & General Purposes Committee – 6 November 2024
- (d) Recreation & Entertainments Committee – 6 November 2024
- (e) Regeneration Committee – 6 November 2024
- (f) Regeneration Committee Part 2 – 6 November 2024
- (g) Members Panel Part 2 – 6 November 2024
- (h) Declarations of Interest – 6 November 2024

#### **RECOMMENDED:**

That reports, (b), (c), (d), (e), (f), (g) and (h) be approved and adopted as a correct and accurate record.

### **160. POLICE CONSULTATIVE ARRANGEMENTS**

Any issues email the Clerk and these will be forwarded on.

### **161. CHAIR OF THE COUNCIL UPDATE**

No update given due to the Chair not being present.

Councillor J. B. Attridge wished to pass on his thanks to the Clerk, Sarah, Helen and all the staff at the Civic Hall for all their hard work at the Christmas Fayre. It was a well attended event, with festive songs from school choirs and was lovely to hear carols sang in Welsh.

Members passed on their thanks and congratulations to all involved in the event.



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#### **162. PUBLIC PARTICIPATION**

The Chair invited Members of the public to address the Council on any item that appeared on the Agenda.

A Member of the public introduced himself as Eric Eustace from the Sea Cadets. He advised that he wanted to speak about the item on the agenda regarding the Kathleen & May building on Dock Road. He advised that the Cadets were a self-funded organisation and were more than just a youth club but were a benefit to the community. The Sea Cadets have been associated to the Community of Connah's Quay for over 80 years, 12 years ago unfortunately they had to move from Dock Road to another venue in Connah's Quay. The Sea Cadets numbers had reached compacity at their current venue and to assist with the growth of the group they would welcome a return back to their old home at Dock Road. Eric thanked Members for their time.

Confirmed 8 January 2025

Presiding Chair

#### **PLANNING COMMITTEE – 04/12/24**

Councillor A. S. Wren (Chair) presiding

#### **163. MINUTES**

The Minutes of Meeting held 6 November 2024 were received and approved as correct records and signed by the Chair.

#### **164. NOTIFICATION OF PLANNING DECISIONS**

None received.

#### **165. PLANNING APPLICATIONS**

##### **Golftyn Ward**

FUL/000874/24 – Land at Kelsterton Road, Connah's Quay



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Change of use of previously developed land to form a 4 pitch family gypsy and traveller site with access from Kelsterton Road, along with the formation of a permeable surface, the erection of 1 day room, boundary fencing and landscaping part retrospective.

Councillor D. Richardson informed Members that as elected Ward Member he had attended site visits and been advised of privileged information. He advised that there had been a temporarily Stop Notice placed on this planning application at Flintshire County Council. He advised that Planning Officers would use their delegated powers at this moment in time and that he had advised Flintshire County Council Planning that he requested his right to add further comments when and if he received additional information on the consultation.

#### **RECOMMENDED:**

All Members agreed for the Delegated Officer at Flintshire County Council to make a decision on this planning application.

### **166. TOWN & COUNTRY PLANNING ACT, 1990 (AS AMENDED) – SECTION 78 APPEAL**

The Clerk submitted a letter from Flintshire County Council, Town & Country Planning Act, 1990 (as amended) – Section 78 appeal for Planning Ref – OUT/001016/23. Location – Land adj. The Halfway House, Church Street, Connah's Quay (copy forwarded to Councillors with the Agenda).

#### **RECOMMENDED:**

That the appeal notice be received.

Confirmed 8 January 2025

Presiding Chair

### **FINANCE AND GENERAL PURPOSES COMMITTEE – 04/12/24**

Councillor A. R. Owen (Chair) presiding

#### **167. MINUTES**

The Minutes of Meeting held 6 November 2024 were received and approved as correct records and signed by the Chair.



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#### **168. FINANCIAL REPORTS**

The Clerk submitted the below reports (copies forwarded to Councillors with the Agenda):-

- (a) Summary of Income/Expenditure by Budget Heading – October 2024
- (b) Cash & Investment Reconciliation – October 2024
- (c) Statement of Imprest Account – October 2024

Councillor A. Dunbobbin asked for clarification regarding payments for Marketplace Merchant Solutions and First Data. The Clerk advised these payments are for the card machines at each venue.

- (d) List of payments General Account – November 2024
- (e) List payments General Account – For the Chair of Finance and General Purposes to have delegated authority in approving the accounts for December 2024.
- (f) Bank Reconciliation – Chairs Account – October 2024
- (g) Bank Reconciliation – Petty Cash Office – October 2024

#### **RECOMMENDED:**

All were in favour that reports (a), (b), (f) & (g) be agreed.

That report (c) Imprest Account October be £8,104.03 be agreed that report (d) General Account November for a copy to be available and agreed at the next meeting, (e) that delegated authority be given to the Chair of Finance & General Purposes to authorise payment of the accounts for the month of December and a copy be available to Council at the next meeting.

#### **169. FLINTSHIRE ACCESS BARRIERS**

The Clerk submitted email dated 15 November from Helen Mrowiec, Countryside Sites Team Leader, Flintshire County Council, with a press release with information regarding the removal of the access barriers along the Dee Estuary foreshore. This will be done in a phased approach and will allow the coastal path open and available for all to enjoy (copy forwarded to Councillors with the Agenda).

#### **RECOMMENDED:**

That the email be received.

#### **170. POLICIES**

The Clerk submitted the below policies (copies forwarded to Councillors with the Agenda):-



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#### **(a) Reserves Policy**

Councillor A. R. Owen proposed an amendment to section 2.2 to include that the “minimum reserves of 25% should be achieved within the current administration”.

#### **(b) Social Media Policy**

Councillor A. Dunbobbinn advised that this policy required to be simplified and offered his assistance in this matter.

#### **(c) Committee Terms of Reference**

### **RECOMMENDED:**

That policy (a) is amended as per Councillor A. Owens proposal and agreed at the next Council Meeting. That policy (b) is simplified as per Councillor A. Dunbobbins proposal and agreed at the next Council Meeting & policy (c) is approved.

### **171. NETCENTRIX**

The Clerk submitted letter dated 26 November 2024 from Adam Turton, CEO, Netcentrix providing an update relating to the ongoing current IT security incident. The letter details the investigation work that had been completed and currently underway, it also advised the next steps to enable access to back onto the system (copy forwarded to Councillors with Agenda).

The Clerk informed Members that all admin staff had successfully logged back onto the system as of late afternoon. Only the last 2 weeks of emails had come through and Netcentrix were working on retrieving historical emails. Netcentrix were also working on obtaining us access to the account software Rialtas.

Members discussed this matter and asked whether the Town Council were eligible to claim via the insurance. The Clerk advised that this was not an option due to no financial loss to the Council.

The Clerk informed Members that all the Town Councils information and back-ups were placed in quarantine until forensics were able to release the secure and safe the information, this is why it had taken so long for the systems to be back up working. The Clerk reassured Members that the Town Council had not been personally targeted that it was a cyberattack on Netcentrix as a company.

### **RECOMMENDED:**

That the update be received and the Clerk to provide an update at next month's meeting.



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#### **172. DE-FIB PADS AND BATTERY – DEESIDE NAVAL CLUB**

The clerk advised that to replace the de-fib pads and battery for the defibrillator based at Deeside Naval Club would cost £500.

Members discussed this item and agreed that the Town Council had a duty of care to the residents of Connaht's Quay and for the Clerk to arrange the replacements.

#### **RECOMMENDED:**

That the Clerk order the replacement de-fib pads and battery for the defibrillator.

Confirmed 8 January 2025

Presiding Chair

Councillor Dunbar returned to the meeting.

#### **RECREATION AND ENTERTAINMENTS COMMITTEE – 04/12/24**

Councillor A. Manship (Chair) presiding

Councillor A. Manship wished everyone a Merry Christmas.

#### **173. MINUTES**

The Minutes of Meeting held 6 November 2024 were received and approved as correct records and signed by the Chair.

#### **174. CABAN CAE'R NANT**

The Clerk submitted email dated 5 November 2024 from S. Bland, Manager, Caban Cae'r Nant requesting Members approval for them to complete improvements to the Community Centre. The Clerk informed Members that following on from the original email from S Bland that she had received additional improvements from Caban Cae'r Nant. They would also like to complete internal improvements such as doors and surround and to install a small ramp from the store cupboard to the main room.

Members were all in favour of the improvement works.



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### **RECOMMENDED:**

That the Clerk contact S. Bland to advise that improvement work can be carried out in the Community Centre.

Confirmed 8 January 2025

Presiding Chair

### **REGENERATION COMMITTEE – 04/12/24**

Councillor D. Richardson (Chair) presiding.

#### **175. KATHLEEN & MAY HERITAGE CENTRE**

The Clerk submitted for approval by Members the below (copies forwarded to Councillors with the Agenda):-

(a) Letter of Award

Award of funding in relation to Shared Prosperity Fund Property Improvement Grant.

Councillor D. Richardson advised that this item had already been discussed by Members as a part 2 at previous meetings.

It was proposed and seconded that the Chair of Finance & General Purposes and the Clerk sign the letter of award on behalf of the Town Council. All Members agreed.

(b) Tenancy at Will

Members discussed a 'Friends of Kathleen & May' be formed to include Councillors, the Clerk, members from the Sea Cadets, RNLI and other local interested groups/individuals.

Members enquired if all certification for surveys etc. had been received and if all Surrender of Lease from previous tenants had been signed. The Clerk informed certifications of surveys will all be received once the signed Tenancy at Will has been signed by the Town Council and returned to Flintshire County Council.

There was currently one signature still be received on the Surrender of Lease which would be completed within the next few days.





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It was proposed and seconded that Chair of Finance & General Purposes and the Clerk sign the Tenancy at Will on behalf of the Town Council.

A vote was taken for this proposal:

For – 10

Against – 3

Abstain – 1

Thanks were passed onto the Clerk and Councillors who have recently been involved in this project.

#### **RECOMMENDED:**

That the Letter of Award and Tenancy at Will be signed by the Chair of Finance & General Purposes and the Clerk.

That the Clerk provides an update on the project at next months' Committee Meeting.

Confirmed 8 January 2025

Presiding Chair

Meeting commenced at 6.30pm and ended at 7.55pm