



CONNAH'S QUAY TOWN COUNCIL

Minutes of Meeting held in Person and Hybrid - Wednesday 5 February 2025

Present: (Attendance Register)

Councillor A. Hughes (Chair) presiding

Councillors, D. Addaway, L. Attridge, W. Catterall, B. Crease, A. I. Dunbar, E. S. Faulkner, G. A. Faullkner, E. Loughnane, R. Mansell, A. Manship, A. R. Owen, D. Owen, V. Roberts, P. Shotton & I. R. Smith.

Mrs S. Wilson (Clerk)

Mrs S. L. Phillips (Administrative Officer)

6 members of the public

208. NOTICE OF MEETING

The notice of meeting was received.

209. APOLOGIES

Apologies for non-attendance were received from Councillors, J. B. Attridge, A. Dunbobbin, D. Richardson & A. S. Wren.

210. DECLARATIONS OF INTEREST

None Received.

211. COMMITTEE REPORTS ETC

- (a) Consultative Meeting – 8 January 2025
- (b) Planning Committee – 8 January 2025
- (c) Finance & General Purposes Committee – 8 January 2025
- (d) Recreation & Entertainments Committee – 8 January 2025
- (e) Regeneration Committee – 8 January 2025
- (f) Declarations of Interest – 8 January 2025
- (g) Special Finance & General Purposes Committee – 22 January 2025
- (h) Declarations of Interest – 22 January 2025
- (i) Members Panel – 27 January 2025



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RECOMMENDED:

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

That report (g) Special Finance & General Purposes -

Precept - 'That the Town Council Precept be set at £451,421 – Band D charge of £71.91 per annum – an increase of £4.92 per household. This equates to 7.34% for 2025-26.

That report (i) Members Panel -

Salary Schedule for 2025/26 – That the Salary Schedule is agreed and signed by the Chair of the Council. The Chair of Finance & General Purposes to sign at March's Committee due to attending by Zoom.

212. POLICE CONSULTATIVE ARRANGEMENTS

The Chair welcomed PC Matthew Watts and PCSO Gemma Wilde to the meeting.

Members passed on their thanks to the Police for the action taken regarding electric bikes in the area.

Councillors raised the following concerns and questions with the responses:

- The increase of motorbikes with no lights driving irresponsible on Badgers Walk
The Police were not aware of this and asked for this to be reported to 101.
- Large group of youths gathering at Thornfield Avenue in the evenings, banging on the shop shutters.
Police will increase their patrols in the area.
- How to identify legal and illegal bikes?
If the bike has a throttle as well as peddle assisted, this would be classed as an illegal bike.
- What action is in place to prevent accidents when bikes going high speed on pavements?
Every incident needs to be reported to 101, Police are doing their best to tackle this problem but the public need to report.
- Drug dealing continuing by the cricket pitch.
Police were aware.
- It had been reported that there is more funding for PCSO's, would there be any new PCSO's in the Deeside area?
There are currently 3 new PCSO's for the Deeside area in training.
- Illegally parked cars on side roads.



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Police can only award a parking fine when the driver of the vehicle is present. Would need to contact Flintshire County Council Highways department to request increase of traffic warden in the affected areas, as they have the power to issue parking fine when the driver is not present.

Police advised the importance of residents reporting every incident via 101.

Members and members of the public advised that they were pleased to see the increase of Police presence in the area.

The Chair thanked PC Watts and PCSO Wilde.

213. CHAIR OF THE COUNCIL UPDATE

The Chair advised that he had recently donated monies to a local school. This was to fund the transportation for students to take part in a football tournament at Liverpool Football Academy. The Chair announced that his Charity Evening will be held on Saturday 22nd March at the Civic Hall. Tickets are priced at £15. The Chair's chosen charity is Hope House Hospice.

214. 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 commented about the recent Pantomime that took place at the Civic Hall in January. They advised it had been a brilliant event and thanked the Town Council and all staff involved.

Confirmed 5 March 2025

Presiding Chair

PLANNING COMMITTEE – 05/02/25

Councillor A. Hughes (Chair) presiding, due to the absence of the Chair & Vice-Chair of Planning Committee.



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215. MINUTES

The Minutes of Meeting held 8 January 2025 were received and approved as correct records and signed by the Chair.

216. NOTIFICATION OF PLANNING DECISIONS

The Clerk submitted notification of planning decisions for the month of December 2024 (copy given to Councillors at the meeting).

RECOMMENDED:

That this be received.

217. PLANNING APPLICATIONS

Central Ward

FUL/001083/24 – Shotton Paper Mill, Weighbridge Road, Deeside Industrial Park, CH5 2UL

Ancillary pipeline from pressure reduction station and associated works.

Golftyn Ward

COU/000004/25 – Units M – N, Quat Shopping Centre, Ffordd Llanarth, Connaught's Quay, CH5 4WL

Change of use from car showroom to Class A3 (Indian Restaurant) including extraction and recladding rear elevation.

South Ward

FUL/000802/24 – Visitors Centre, Wepre Park, Connaught's Quay, Deeside, CH5 4HL

Air Source Heat Pump x2 adjacent to north facing elevation.

RECOMMENDED:

That the Clerk writes to Planning Flintshire County Council informing them that the Town Council has no objections provided they follow planning policy.

218. PROPOSED BASE STATION UPGRADE

The Clerk submitted letter dated 23 January 2025 from Niamh Mullan, Town Planner, WHP

Telecoms regarding to consult and seek Members views on the proposed base station upgrade at Mold Road. The upgrade is part of Vodafone's upgrade to provide improved technical provisions, greater capacity and coverage in the area, also the introduction of 5G technology (copied forwarded to Councillors with the Agenda).



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RECOMMENDED:

That the letter be received by Members.

Confirmed 5 March 2025

Presiding Chair

FINANCE AND GENERAL PURPOSES COMMITTEE – 05/02/25

Councillor A. Hughes (Chair) presiding due to the absence of the Chair & Vice-Chair of Finance and General Purposes Committee.

219. MINUTES

The Minutes of Meeting held 8 January 2025 were received and approved as correct records and signed by the Chair.

220. FINANCIAL REPORTS

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

- (a) Summary of Income/Expenditure by Budget Heading – December 2024
- (b) Cash & Investment Reconciliation – November 2024
- (c) Statement of Imprest Account – December 2024
- (d) List of payments General Account – January 2025
- (e) List payments General Account – For the Chair of Finance and General Purposes to have delegated authority in approving the accounts for February 2025.
- (f) Bank Reconciliation – Chairs Account – December 2024
- (g) Bank Reconciliation – Petty Cash Office – December 2024

RECOMMENDED:

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

That report (c) Imprest Account December be £12,501.50 be agreed that report (d) General Account for January be £73,059.20, (e) that delegated authority be given to the Chair of Finance & General



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Purposes to authorise payment of the accounts for the month of February and a copy be available to Council at the next meeting.

221. ETHICS AND STANDARDS

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

- a) Ethics and standards presentation from Gareth Owens, Chief Officer Governance, Monitoring Officer and Matt Powell, Legal Services Manager, Flintshire County Council.
- b) Civility & Resepect Pledge that Connah's Quay Town Council had signed up to.

A Member of the Public enquired if they could have copies of the relevant documents for the agenda. The Chair stated that in future meetings copies of any additional documents would be available to the public.

RECOMMENDED:

That the Ethics and Standard presentation and Civility & Respect Pledge be received.

222. DRAFT MEDIUM TERM FINANCIAL PLAN

The Clerk submitted the 'draft' Medium Term Financial Plan (copy forwarded to Councillors with the Agenda)

Members thanked the Clerk, it was good to see the document in place.

Councillor A. I. Dunbar asked for clarification on item number 7 Budget Notes for Income/Expenditure for Caafi Naafi, relating to rental of the premises and telephone/broadband costs.

The Clerk advised that Caffi Naafi would be invoiced monthly from 1st April 2025.

RECOMMENDED:

That the Draft Medium Term Financial Plan be received and agreed.

223. POLICY & RESOURCES

That the 12th February at 6.30pm at the Quay Building was agreed for a Policy & Resources Meeting.

RECOMMENDED:

That the meeting take place on Wednesday 12th February 2025.



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Councillors D. Owen and A. R. Owen left during the next agenda item.

224. KEEPING STREETS SAFE IN CONNAH'S QUAY

The Clerk submitted an e-mail dated 27 January 2025 from Rod King MBE, Founder and Chair, 20's Plenty for Us CIC advising Members of a toolkit on how to challenge highway authority planning to increase speed limit on a road from 20mph to 30mph. This would be 50% higher than their current limit. The toolkit provides background, detail and examples on how Town and Community Councils can have their voice heard (Copy forwarded to Councillors with the Agenda).

Members agreed that roads outside Schools, Nursing Homes, Medical Centres etc should stay at 20mph, however, there are a number of roads that should revert back to 30mph. Currently there are 82 roads in Flintshire that had been nominated to be considered moving back to 30mph.

RECOMMENDED:

That the letter be received.

225. NETCENTRIX

The clerk submitted a letter from Netcentrix detailing an update on the service and to agree a 12 month contract (copy forwarded to Councillors with the Agenda).

Councillor A. I. Dunbar ask the Clerk to clarify that the IT incident was not the Town Council's fault.

The Clerk advised that it was not the Town Council's responsibility, it was a server issue with Netcentrix.

Members asked the Clerk if new IT providers had been considered.

The Clerk advised to there was a lot of work involved amalgamating the systems to new provider, due to the reduced rate the current supplier had proposed it would be a good decision to stay with them for another year. Before the 12 month contract ends look around at other IT providers.

RECOMMENDED:

That the 12 month contract with Netcentrix be renewed and signed.



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226. WINDOW CLEANER QUOTES

The Clerk submitted a report to Members detailing the contract for the window cleaner at the Quay Building, Civic Hall and Community Centre (copy forwarded to Councillors with the Agenda).

RECOMMENDED:

It was agreed that the supplier from Quote 1 be awarded the contract. The Clerk to contact them accordingly.

227. ANNUAL FINANCIAL TIMETABLE OF ACTIONS

The Clerk submitted the Annual Financial Timetable of Actions which was Reviewed and Approved by Connah's Quay Town Council on Draft (copy forwarded to Councillors with the Agenda).

The Clerk advised that this was a requirement from the Internal Audit.

RECOMMENDED:

That the Annual Financial Timetable of Actions be received and agreed.

228. FINANCIAL RISK ASSESSMENT & RISK MANAGEMENT

The Clerk submitted the draft Financial Risk Assessment and Risk Management for the Kathleen & May Heritage Centre (copy forwarded to Councillors with the Agenda).

Councillor A. I. Dunbar enquired would Members receive a regular update of developments at the Kathleen & May Heritage Centre.

The Clerk advised Members that the Fire and Risk Assessment was taking place on Friday 7th February. Aiming for 1st March opening, this will allow time for the Fire and Risk Assessment outcome and take any action needed. Flintshire County Council had agreed to clean the front of the Kathleen & May and provide planters.

Councillor B. Crease advised that a formal invitation to a meeting for the proposed 'Friends of' group at the Kathleen & May for February 18th at 6pm would be sent out to all Members.

RECOMMENDED:

That the Financial Risk Assessment & Risk Management be received. That this be received on a quarterly basis and agreed.



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229. BRITISH GAS LITE

The Clerk advised Members that the previous electricity supplier to the Kathleen & May Heritage Centre was Ruby Energy. Via the assistance of a broker, it was identified that British Gas Lite were considerable cheaper than the previous supplier.

Members agreed for the Chair to sign the contact with British Gas Lite for a 2 year fixed rate charge of 28.71 p/kWH, 42 p/day.

RECOMMENDED:

That the Chair sign a 2 year electricity contact with British Gas Lite.

230. ONE VOICE WALES AGM

The Clerk submitted letter dated 29 January 2025 from Tracy Gilmartin, One Voice Wales for Members to agree one Councillor and one substitute to attend remotely the AGM on Tuesday 1 March 2025 (copy forwarded to Councillors with the Agenda).

It was agreed that Councillor A. Manship and Councillor V. Roberts attend remotely the One Voice Wales AGM on Tuesday 11th March.

RECOMMENDED:

That Councillor A. Manship and Councillor V. Roberts represents the Town Council.

231. POLICY DOCUMENT – EVENTS ON OR IMPACTING THE HIGHWAY

The Clerk submitted e-mail dated 17th January from Sam Tulley, Streetscene Maintenance Manager, Flintshire County Council regarding how the County Council supports the local community such as the provision of traffic management. The Policy Document was attached to the e-mail for information, the document offers guidance and advice in respect of events that the Town Council may require support from Flintshire County Council (copy forwarded to Councillors with the Agenda).

The Clerk advised that this document relates to any parades for the Town Council. Remembrance Service and parade is a national event, therefore no charge.

Councillor A. I. Dunbar enquired if the Interservices Committee needed to contact Flintshire County Council regarding the Remembrance Parade. Councillor B. Crease advised that it would be best for Councillor Dunbar to contact Flintshire County Council for clarification on this.



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RECOMMENDED:

That the Policy Document be received.

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Presiding Chair

Councillor L. Attridge left during the next agenda item.

RECREATION AND ENTERTAINMENTS COMMITTEE – 05/02/25

Councillor A. Manship (Chair) presiding

232. MINUTES

The Minutes of Meeting held 8 January 2025 were received and approved as correct records and signed by the Chair.

233. VE DAY 80TH ANNIVERSARY

The Clerk submitted a letter dated 18 December 2024 from Helen Mrowiec, Countryside Sites Team Leader, Flintshire County Council asking the Town Council to work alongside Flintshire County Council supporting the lighting of the beacon event at 9.30pm on the 8th May as part of the national VE Day 80th events (copy forwarded to Councillors with the Agenda).

All Members were in favour to support the VE Day 80th Anniversary.

RECOMMENDED:

That the Clerk contact Helen Mrowiec to advise the Town Council fully supports working alongside Flintshire County Council.

234. FIT, FED & READ PROGRAMME

The Clerk submitted e-mail dated 28 January 2025 from Linda Bletcher, Executive Officer, Flintshire County Council detailing the impacts of the Fit, Fed and Read Programme which took



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place last summer. Also a request to support this year's programme of a £1,000 contribution (copy forwarded to Councillors with the Agenda).

All Members agreed the £1,000 contribution to Fit, Fed and Read Programme 2025.

RECOMMENDED:

That the Clerk contact Flintshire County Council advising that the Town Council once again supports this programme with a contribution of £1000 for the programme.

235. CIVIC HALL – BAR SUPPLIER

The Clerk informed Members that enquires regarding a potential new supplier for providing supplies to the Civic Hall bar had been sought.

The Clerk together with the Venues Manager had met with the current supplier and a new supplier to discuss changing the drinks available at the bar.

New pumps would be changed providing a different range of beers and wines.

RECOMMENDED:

That the proposed supplier, The Beer Trading Company be agreed to supply all bar supplies at the Civic Hall.

236. PANTO

Councillor A. Manship commented on how successful both shows had been, it was amazing to see so many people attend.

The Clerk stated that Chaplins Panto Company had provided the costs for January 2026.

The Clerk informed Members that approximately 230 people had attended the 1pm show and 240 people at the 5pm show.

Members agreed that the format of having two shows should be the same for 2026

RECOMMENDED:

That the Clerk contact 'Chaplins Panto Compnay' to book a suitable date for January 2026 for 2 shows.



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237. NEW YEAR'S EVE

The Clerk advised that at a recent meeting regarding the Civic Hall it was discussed about the possibility of hiring out the Civic Hall for New Years Eve. The Clerk provided figures from previous years including before Covid. The Town Council had been approached by a regular hirers of the Civic Hall for the use of the Hall on New Years Eve. This would be a ticket event for 150 people.

RECOMMENDED:

That the Civic Hall be offered to the regular hirer at the agreed room hire rate of £30 per hour. That the hirer makes a contribution to the Chairs Charity.

238. SUB COMMITTEE GROUP

It was agreed that a Recreation and Entertainments Sub-Committee Group Meeting take place on 12th March at 6.30pm at the Quay Building.

RECOMMENDED:

That the meeting take place on Wednesday 12th March 2025.

Councillor W. Catterall left during the next agenda item.

239. VENUE BOOKINGS

The Clerk advised Members that Councillor B. Crease had requested that bookings for all venues be entered on a 'Google Docs' gmail diary system. This would allow all Councillors access to view bookings and availability at 'live' time. The Clerk thanked Councillor Crease for his time with explaining to staff on this system. Members would have 'viewing' only access.

A vote was taken for all venues bookings to be entered onto 'Google Doc' gmail system:

For – 9

Against – 2

Abstain – 0

RECOMMENDED:

That venue bookings for all venues be entered onto 'Google Docs' gmail diary system.



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240. WAIVER/REDUCTION OF HIRE CHARGE

Civic Hall – Financial Year 2024/25 and 2025/26

a) Brookfield Primary School
Consortium Eiseddfod
Thursday 20th March 2025
WAIVER

b) Welsh Advisory Team
Musical Jamboree
Monday 23rd June – Wednesday 25th June 2025
WAIVER

RECOMMENDED:

That the waiver's be agreed.

Confirmed 5 March 2025

Presiding Chair

REGENERATION COMMITTEE – 05/02/25

Councillor A. Manship (Chair - Recreation & Entertainments) presiding.

241. MINUTES

The Minutes of Meeting held 8 January 2025 were received and approved as correct records and signed by the Chair.

242. CONNAH'S QUAY FESTIVAL 2025

It was agreed that a Festival Meeting would take place on Wednesday 12th March at 6.30pm at the Quay Building.

RECOMMENDED:

That the meeting take place on Wednesday 12th March 2025.



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Presiding Chair

Meeting commenced at 6.30pm and ended at 8.15pm