



CONNAH'S QUAY TOWN COUNCIL

Minutes of Meeting held in Person and Hybrid - Wednesday 12th November 2025

Present: (Attendance Register)

Councillor A. Manship (Chair) presiding

Councillors D. Addaway, L. Attridge, A. I. Dunbar, A. Dunbobbin, E. S. Faulkner, G. A. Faulkner, A. Hughes, E. Loughnane, R. Mansell, D. Owen, D. Richardson, P. Shotton & I. R. Smith.

Mrs S. Wilson (Clerk)

Mrs H. M. Goldsmith (Administrative Officer)

1 member of the public

129. NOTICE OF MEETING

The notice of meeting was received.

130. APOLOGIES

Apologies for non-attendance were received from Councillors J. B. Attridge, W. Catterall, R. Fenwick, A. R. Owen, V. Roberts & A. Wren,

131. DECLARATIONS OF INTEREST

Councillor D. Owen declared an interest in Item 11 – Planning Applications and Item 15 – Budget Variances.

Councillor A. Dunbobbin declared an interest in Item 5 – Police Consultative, Item 26 – CCTV and Item 30b – Waiver/Reduction of Hire Charges.

Councillor D. Addaway declared an interest in Item 15 – Budget Variances.

Councillor A. Hughes declared an interest in Item 11 – Planning Applications.

Councillor G. A. Faulkner declared an interest in Item 15 – Budget Variances.

Councillor E. S. Faulkner declared an interest in Item 15 – Budget Variances.

132. COMMITTEE REPORTS ETC

(a) Consultative Meeting – 1 October 2025

(b) Planning Committee – 1 October 2025

(c) Finance & General Purposes Committee – 1 October 2025

Councillor Wren requested an amendment to the minutes to include he declared a Personal & Prejudicial interest was due to Mill Lane Allotments being discussed.



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(d) Recreation & Entertainments Committee – 1 October 2025

(e) Declarations of Interest – 1 October 2025

RECOMMENDED:

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

133. POLICE CONSULTATIVE ARRANGEMENTS

The Police were invited but none were in attendance.

Inspector Rob Stevenson along with PCSO Emma Moody sent apologies for this meeting.

134. STREETSCENE MATTERS

An update was provided from County Councillors regarding issues on their ward.

Councillor R. Mansell stated the weeds on Fron Road, Breeze Hill, Mold Road and Dee Road had partially been removed by Streetscene but not completed. The gulleys are still blocked which causes flooding.

Councillor D. Owen explained that there has been 'road safety' issues outside Bryn Deva School with parking. FCC are aware and continuing to monitor. Issues with parking is happening at all schools.

Councillor D. Owen asked FCC Streetscene to provide a list of adopted/unadopted alleyways.

Councillor D. Richardson gave a brief update on the decision by FCC on the parking charges at Wepre Park.

Councillor A. Hughes gave an update on the Welsh Water compensation and how all residents should register their interest if affected. This has now been escalated to the Senedd. Thanks were passed to Jack Sargeant MS for his support. Residents to contact the CEO at Welsh Water.

Councillor P. Shotton proposed that the clearing of paths and weeds could be addressed by the Town Councillors. All able-bodied town Councillors could assist with the clearing of weeds on each ward.

Councillor D. Owen proposed that Councillor Shotton organises and facilitates the proposal with dates and times of a working party of Councillors.

Councillor P. Shotton asked County Councillors when they last carried out an EVA (Economic Visibility Assessment) on their ward.

County Councillors responded with the information.



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RECOMMENDED:

That the Clerk contacts Streetscene for the following proposals:

- a) To enquire when the areas of Fron Road, Breeze Hill, Mold Road and Dee Road removal of weeds will be completed.
- b) To receive a list of adopted/unadopted alleyways.
- c) To enquire for PPE for Councillors to undertake the removal of weeds.

135. CHAIR OF THE COUNCIL UPDATE

The Chair of the Council gave an update on events he had attended during October. He had attended the Celebration of the International Day for Older People and Leeswood Civic Service and in November the Caerwys Civic Service and both Remembrance Services on the 9th and 11th. Thanks were passed to Connaught's Quay & Shotton Interservices Committee for organising both Remembrance Services.

136. PUBLIC PARTICIPATION

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

No items were raised by the Public.

Confirmed 3 December 2025

Presiding Chair

PLANNING COMMITTEE – 12/11/25

Councillor D. Richardson (Vice-Chair) presiding

137. MINUTES

The Minutes of Meeting held 1 October 2025 were received and approved as correct records and signed by the Chair.



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138. NOTIFICATION OF PLANNING DECISIONS

The Clerk submitted notification of planning decisions for the month of September 2025 (copies forwarded to Councillors with the Agenda).

RECOMMENDED:

That this be received.

139. PLANNING APPLICATIONS

Wepre Ward

FUL/000796/25 – 5 Belmont Avenue, Connah's Quay, Deeside, CH5 4PD

Proposed two storey rear extension and side dormer extension and external alterations including fenestration.

FUL/000824/25 – Glasfryn Yard, Weighbridge Road, Deeside Industrial Park, Deeside, CH5 2LF

Construction and operation of a concrete batching plant with associated materials handling facilities and pre-fabricated staff welfare unit, together with formation of new access for use by adjoining recycling business.

FUL/000933/25 – Glasfryn Yard, Weighbridge Road, Deeside Ind Park, CH5 2LF

Application for removal or variation of conditions 3 & 18 following grant of planning permission 050665.

Golftyn Ward

FUL/000797/25 – Bryn Road Cemetery, Connah's Quay, Deeside, CH5 4UU

Replacement of boundary fence.

FUL/000903/25 – Field West of Highmere Drive, Connah's Quay, Deeside, CH5 4YH

Application for variation of Condition 2 following grant of planning permission FUL/000034/22.

RECOMMENDED:

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

FUL/000580/25 – 47 Dee View Road, Connah's Quay, Deeside, CH5 4AY

Proposed internal changes and change of use to a 4 bedroom (4 house person) House of Multiple Occupation.



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RECOMMENDED:

That the Clerk writes to Planning Flintshire County Council informing them that the Town Council objects to this planning application due to internal room sizes do not meet the minimum room size of 10m², lack of parking, lack of mitigation on cycle storage, location and number of HMO's already in the vicinity.

South Ward

FUL/0008587/25 – 19 Brookdale Avenue, Connah's Quay, Deeside, CH5 4LT

Installation of a Valliant aroTHERM plus 5kW Heat Pump where the outdoor unit will be located to the SE side of the dwelling. The distance between the side of the dwelling and the boundary is 1.3 metres. There is a 2.2 metre high fence on the boundary. There are no windows or doors in the closest wall on the neighbour's side.

FUL/000924/25 – 13 Hall Lane, Connah's Quay, CH5 4LY

Demolition of single side storey extension, proposed new single storey extension.

RECOMMENDED:

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

Confirmed 3 December 2025

Presiding Chair

FINANCE AND GENERAL PURPOSES COMMITTEE – 12/11/25

Councillor A. Manship (Chair) presiding due to the absence of the Chair of Finance and General Purposes Committee and the Vice-Chair attended by Zoom.

140. MINUTES

The Minutes of Meetings held 1 October 2025 were received and approved as correct records and signed by the Chair.



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141. FINANCIAL REPORTS

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

- (a) Summary of Income/Expenditure by Budget Heading – September 2025
- (b) Cash & Investment Reconciliation – September 2025

Councillor I. Smith enquired about opening a high interest rate account to transfer part of the balance from the current account. The Clerk stated that as the current account is used daily the balance fluctuates.

- (c) Statement of Imprest Account – September 2025
- (d) List of payments General Account – October 2025
- (e) List payments General Account – For the Chair of Finance and General Purposes to have delegated authority in approving the accounts for November 2025.
- (f) Bank Reconciliation – Chairs Account – September 2025.
- (g) Bank Reconciliation – Petty Cash Office – September 2025.

RECOMMENDED:

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

That report (c) Imprest Account for September be £7,159.55 be agreed that report (d) General Account for October be £67,226.75, (e) that delegated authority be given to the Chair of Finance & General Purposes to authorise payment of the accounts for the month of November and a copy be available to Council at the next meeting.

142. POLICIES

To agree the renewal of the following (copies forwarded to Councillors with the Agenda)

- a) Debt Recovery

Councillor Dunbar enquired if the Town Council has any bad debtors. The Clerk explained that there is no invoice that falls into this category.

- b) Unacceptable Actions by Individuals
- c) Staff Handbook
- d) Welsh Language Scheme

Councillor Dunbobbins stated to Councillors that as an elected member the Nolan principles should be adhered to, not just in the Council Chamber but when serving in the Community.



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Councillor Dunbobbin asked for further clarification on the translation of the Welsh language with the Town Council. The Clerk explained that Councillor Richardson is fluent in Welsh and if the need arose he would assist with any translation for the Town Council.

Councillor Dunbobbin asked if the Town Council could explore assistance from FCC in translation. Councillors stated that translation assistance is available through Google, AI etc if needed.

e) Waiver/Reduction of Hire Charges Policy

RECOMMENDED:

That the policies be agreed and adopted.

143. BUDGET VARIANCES

To agree the following budget variances. To allocate £1500 from budget code 225 Kathleen & May 4040 electricity to 4301 Licences. This is due to additional expenditure of the PRS licence for the Civic Hall and Community Centre.

RECOMMENDED:

That this be agreed.

144. FINANCE AND GOVERNANCE TOOLKIT

To agree which Councillors together with the Clerk are to undertake the Finance and Governance Toolkit Check and Self-assessment.

It was agreed that the Chair and Vice-Chair of Finance and General Purposes and Chair and Vice-Chair of the Council undertake the Finance and Governance Toolkit Check and Self-assessment along with the Clerk.

RECOMMENDED:

That this be agreed.

145. WHITE RIBBON 2025

a) To agree the Town Council supports White Ribbon Day on the 25th November at 11am by tying a 'white ribbon' around the tree at the bottom of Wepre Drive.

b) The Clerk submitted information regarding 'white ribbon' Accreditation (copy forwarded to Councillors with the Agenda).



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RECOMMENDED:

That this be received and agreed.

146. CLOTHING BANK

The Clerk submitted an email from Councillor R Mansell regarding a clothing bank container for Blood Cancer (copy forwarded to Councillors with the Agenda).

Due to the Town Council not having a suitable venue for siting of a Clothes Bank it was recommended that Councillor R Mansell contacts the Fundraising Officer at Leukaemia & Myeloma Research UK and suggests the following places Lidl, Morrisons and the Sea Cadets for placement at the Kathleen & May.

RECOMMENDED:

That the email be received and Councillor R Mansell responds to the email.

147. THE NATIONAL ALLOTMENT SOCIETY

The Clerk submitted membership renewal for 2025/26 (copy forwarded to Councillors with the Agenda).

RECOMMENDED:

That the membership be renewed.

148. FESTIVE ARRANGEMENTS

The Clerk submitted a report for Council to consider arrangements for all sites over the festive period (copy forwarded to Councillors with Agenda).

To effectively plan for the festive period 2025/26 a decision is therefore required from Council about staffing arrangements during the festive period.

Councillor D. Richardson enquired when the contract on the Christmas lights is due to end. The Clerk informed Council it is July 2026.



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RECOMMENDED:

Members agreed option 1. Each venue would close (unless there is a current booking or new booking received) for the period from lunchtime on Christmas Eve and reopen at the normal opening time on Monday 5th January 2025.

149. COUNCILLORS PROFILE

The Clerk submitted Councillors profiles to be displayed on the notice board (copy forwarded to Councillors with the agenda).

RECOMMENDED:

All Councillors agreed for the profiles to be displayed on the notice board.

150. EMAIL ADDRESSES

To agree for Alec Sumner to provide a training session for Staff and Councillors is accessing the new emails.

Councillors asked if they could still use their existing FCC email addressed and is it compulsory to have this email address. The Clerk stated that this is something that she would have to query with Alec Sumner.

RECOMMENDED:

That the Clerk contact Alec Sumner to arrange a training session which will take place in the new year after 6pm.

151. FCC – STANDARDS COMMITTEE

The Clerk provided a verbal report following on from the Standards Meeting at FCC on 3rd November.

Points raised during this meeting that concern Town Councils were:

- a) A new dispensation procedure. Once received from FCC this will be available.
- b) Dispensation for WASPI (Women Against State Pension Inequality). This affects any member of the Town Council or a close family member (women) who were born between 5 April 1950 to 5 April 1960 where the state pension age has been amended.



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c) Local Resolution Protocol Society

The Town Council has this policy in place. It was based on the One Voice Wales Model. FCC will issue their model copy and it is the Council's decision which one they agree and use. This will be brought back to Council once received from FCC.

d) Adjudication Panel for Wales

The annual report for 2024/25. A copy is available from the Clerk if any Councillor requests a copy.

RECOMMENDED:

That the report be received.

152. BUS STOP – BRYN ROAD

The Clerk submitted an email from Councillor D. Owen (copy forwarded to Councillors with the Agenda).

After further discussion it was proposed to move this item to Finance and General Committee for a decision and report back to Council.

RECOMMENDED:

That this proposal be received and agreed.

Councillor R. Mansell left the meeting during the next item.

153. FUNDING – PORTABLE DEFIBILLATOR FOR FLINTSHIRE SUB-AQUA CLUB

The Clerk submitted an email between Councillor D. Owen and Flintshire Sub-Aqua Club (copy forwarded to Councillors with the Agenda).

Councillors discussed at length. It was proposed that the Clerk writes to Flintshire Sub-Aqua Club and explains currently the Town Council are unable to support this request.

RECOMMENDED:

That the proposal to be received and agreed.



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154. CCTV

The Clerk submitted email regarding the request for CTV agreement (copy forwarded to Councillors with the Agenda)

Councillors proposed that the Clerk contacts Lisa Williams expressing the Town Council's disappointment at the length of time taking to reply to emails regarding this.

RECOMMENDED:

That this proposal be received and agreed. The Clerk to report back to Council with any update.

Confirmed 3 December 2025

Presiding Chair

RECREATION AND ENTERTAINMENTS COMMITTEE – 12/11/25

Councillor A. Manship (Chair) presiding

155. MINUTES

The Minutes of Meetings held 1 October 2025 were received and approved as correct records and signed by the Chair.

156. LETTER OF THANKS

The Clerk a letter of thanks from Lesley Matthews, Chair Trefoil Cymru/Wales (copy forwarded to Councillors with the Agenda)

RECOMMENDED:

That the letter be received.



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157. PANTO

That tickets for the Panto on the 10 January hosted by Connah's Quay Town Council will be priced at £3 each.

Councillors requested that the bar be open for this event.

RECOMMENDED:

Councillors agree to the above.

158. WAIVER/REDUCITON OF HIRE CHARGES

Civic Hall – Financial Year 2025/26

- a) Ysgol Caer Nant
Consortium Esteddford
Tuesday 24 March 2026
WAIVER
- b) CAFGas CIC/Nanny Biscuit
Community Event
Sunday 28 December 2025
WAIVER

That the waivers be agreed

Confirmed 3 December 2025

Presiding Chair

Meeting commenced at 6.30pm and ended at 8.30pm