



3 October 2018

Dear Councillor,

**COUNCIL MEETING ON WEDNESDAY, 10 OCTOBER 2018**

**YOU ARE SUMMONED** to a meeting of the **SALTNEY TOWN COUNCIL** to be held at **ODDFELLOWS HALL, HIGH STREET, SALTNEY**, on **WEDNESDAY, 10 OCTOBER 2018** at **7.15 pm** in order, to complete the transaction of the following business.

Yours faithfully

*Tracey Brown*

Town Clerk

**AGENDA**

**1. APOLOGIES**

To receive apologies for absence

**2. PUBLIC ATTENDANCE AT ORDINARY COUNCIL MEETINGS  
PERSONS WISHING TO SPEAK**

Members of the public are invited to address the Council on any item that appears on the agenda. This item is time limited to 5 minutes, with the Mayor having discretion to extend to 10 minutes, depending on the issue and the number of people attending the meeting.

**3. CODE OF CONDUCT – DECLARATION OF INTEREST**

Members are reminded of their responsibility to declare any personal interest or prejudicial interest which they have in any item of business on the agenda no later than when that item is reached.

**4. MINUTES**

**RECOMMENDED: That**

the Minutes of the Council meeting held on Wednesday, 12 September 2018 be confirmed as a correct record and signed by the Mayor.

## **ADDENDUM TO MINUTES OF THE COUNCIL MEETING HELD ON 12 SEPTEMBER 2018**

### **QUESTIONS TO THE MAYOR/CLERK**

#### **no.1**

Following the Flintshire County Council Bus Network Review representative attending STC in June, when the firm request was made for Arriva to published updated timetables in the Saltney bus shelters (and my duplicate request in July); please advise if FCC or Arriva have indicated when they might be doing this?

(old timetable still published 31.8.18 on all stops Anchor to Sandy Lane)

**RESPONSE** – some members were able to confirm that some bus stops on the route have had new timetables but only stuck on with tape or string. FCC have not indicated when new timetables will be printed.

#### **no. 2**

In STC Meeting (June 2018) Cllr Carol Gregory asked that STC write to the Practice Manger of the Stables Practice in Saltney (and Betsi Cadwaladr Health Board) to express their concern at the lack of available appointments and service at our local practice. May I ask the Mayor for an update on this on-going problem.

**RESPONSE** – the Clerk wrote to the Practice Manager, Stables Medical Centre, which expressed concern from the residents of Saltney re the lack of appointments at the local practice. The Clerk requested that the practice manager look into this as a matter of urgency and requested the he attend a council meeting to try and find a positive way forward for the residents of Saltney.

#### **no. 3**

The request to begin dialogue with Morrisons with the view to opening a Post Office therein was made in a recent the STC Meeting. May I ask the Mayor for an update on this on-going problem of Saltney (Flintshire) not having a post office (compounded by the residents' frustration of Post Office (Saltney Cheshire) having an ad hoc approach to their opening hours.

**RESPONSE** – the clerk had previously written to Morrison head office asking them to consider a post office being housed in store. There has been no response. The Clerk will again contact Morrisons and ask the local store manager to attend a future Council meeting to discuss further.

#### **no.4**

I appreciate our recent communication on the subject (Clerk to Cllr Allen) but have to express my concern that six months after agreeing to provide cllrs with an identification lanyard (March-April 2018) this project has not materialised. I presented 2 quotations, and timeframes, to the Council and a third quotation/timeframe was being sourced by STC - as this has not been received I suggest that we proceed without it.

**RESPONSE** – *Photographs have now been taken and the Clerk will contact the company to get ID badges printed.*

## **5. MATTERS ARISING**

Members are reminded that this item has been included to allow questions on the previous meetings' Minutes. It does not allow for the re-opening of a debate.

## **6. POLICE MATTERS**

A Member of the Police Service will attend if force duties permit.

## **7. STREETSCENE**

A Member of staff from the County Council's Streetscene will attend the meeting if duties permit.

## **8. MAYOR'S COMMUNICATIONS**

To receive such communications as the Mayor may wish to lay before the Council.

## **9 YOUTH COUNCILLOR REPORT**

Councillor Brooks to update members on events since the last meeting.

## **10 NORTH EAST WALES DIGITAL TRAILS APP**

Sarah Jones, Natural Resources Officer, Cadwyn Clwyd (Rural Development Agency) will give members a brief presentation on the new app which has recently been launched in Flintshire.

## **11 PLANNING APPLICATIONS**

The following planning application for consultation has been received.

Ref: 058578  
Proposal: Erection of raised decking area (retrospective)  
Location: 178A Victoria Road, Saltney, Chester, Flintshire, CH4 8SZ  
Grid Ref: 337893 364182

Ref: 058864  
Proposal: Application for the approval of details reserved by condition nos. 10 (highways design), 13 (surface water run-off onto highway), 14 (CTMP), 16 (Landscaping), 18 (Materials), 20 (Finished floor levels), 21 (Site investigation), 27 (Drainage), 28 (tree survey) & 33 (Flood storage) attached to planning permission ref. 056779  
Location: Allied Bakeries Ltd, Chester Road, Chester, CH4 8RN  
Grid Ref: 337488 364947

## **12 ATTENDANCE AT MEETINGS – SECTION 85 LGA 1972**

The Town Clerk will report that Councillor Pearson has failed to attend any meetings of the Town Council since 25 March 2018. Despite the Clerk writing to him to remind him of his obligations as a Town Councillor no response had been received to ask for the Council to consider an extension of absence. Therefore, under Section 85 of the

Local Government Act 1972 as of 25 September 2018 he is no longer a Member of the Town Council.

**RECOMMENDED: That**

**a casual vacancy be declared, and the requisite Notice be issued.**

**13 APPOINTMENT TO THE FINANCE AND GENERAL PURPOSES COMMITTEE**

Following the recent disqualification of Councillor Pearson, there is now a vacancy on the Finance and General Purposes Committee with immediate effect.

**RECOMMENDED: That**

**Council be asked to nominate one member to sit on the Finance and General Purposes Committee.**

**14 RECOMMENDATION FROM THE FINANCE AND GENERAL PURPOSES COMMITTEE**

The Finance and General Purposes Committee at its meeting held on 19 September, made a recommendation for the Clerk and Members of the Committee to receive training on the Rialtas Business Suite (RBS) to give members a better understanding of how the Town Council's finance reports/accounts are produced. This is in line with one of the recommendations from the Internal Audit Review.

**RECOMMENDED: That**

**Council is asked to approve a full day training from RBS which covers half day refresh for the Clerk and half day training for members of the Finance and General Purposes Committee.**

**15 INDEPENDENT REMUNERATION PANEL DRAFT ANNUAL REPORT 2018/19**

The Independent Remuneration Panel draft Annual Report 2019/20 has now been published for consultation and is available on its website through the related link below

[Independent Remuneration Panel for Wales Draft Annual Report - February 2019](#)

Section 13 relates specifically to Community and Town Councils.

The Panel would be grateful if you could make your members aware of the contents report and make any comments you may have on the draft to [IRPMailbox@gov.wales](mailto:IRPMailbox@gov.wales) by **27 November 2018**.

**RECOMMENDED: That**

**Council considers the Independent Remuneration Panel draft Annual Report 2019/20 and if it so wishes make comments by the given deadline of 27 November 2018.**

## 16 ACCOUNTS 2017/18 (as at 30 September 2018)

In accordance with the instructions from the Auditors, to receive a copy of the cash book and the bank reconciliation as at 30 September 2018. (to be circulated as soon as the bank statement is received).

**RECOMMENDED: That**

**the cashbook and the bank reconciliation reports be received.**

## 17 BUDGET PREPARATION FOR 2019/20

To consider the timetable for the preparation of next year's budget a special meeting of the Council will need to be called in December. In accordance with previous practice the Town Clerk will prepare a draft paper setting out the Councils statutory spending alongside the other expenditure.

**RECOMMENDED: That**

Members be asked to let the Town Clerk directly by 14 November 2018 what aspirations they may have for the expenditure in 2019/20

## 18 QUESTIONS

In accordance with Standing Order 23 to consider any questions to the Mayor or the Town Clerk from Members, of which due notice has been given.

## 19 INFORMATION FROM THE LOCAL COUNTY COUNCIL MEMBERS

Further to Minute 210 of 2008/09 Local County Council members, Councillor Veronica Gay and Councillor Richard Lloyd are invited to give any feedback they might have received from County Council meetings that may or will affect Saltney. Members of the Town Council who have attended meetings as representatives of the Town Council since the last meeting are also required to report back

## 20 PAYMENTS OF ACCOUNTS

To authorise payment of the following accounts for August and September 2018

Vote	Payee	Invoice	Amount
4000	Miss Tracey Brown	Salary (Oct)	825.24
4001/400 2	HMRC	Town Clerks IT £219.00 NI £108.58 - (Oct)	327.58
4044	Deeside Lodge	Room Hire - Sept Council meeting	30.00
4044	Deeside Lodge	Room Hire - Sept F&GP meeting	30.00
4501	Cllr Arthur Gregory	Determination 44	150.00
4501	Cllr Cherry Evans	Determination 44	150.00
4060	Flintshire CC	Mold Junction by Election 19/7/18	2,237.50
4042	Buckley Town Council	Mayors Charity Ball	56.00

**MINUTES OF THE MEETING OF SALTNEY TOWN COUNCIL held at the Oddfellows Hall, 65 High Street, Saltney, on Wednesday, 12 September 2018**

**PRESENT:** Mayor, J Shallcross, Councillors, E Allen, V Gay, A Gregory, C Gregory, H Jones, R Lloyd, M Parry, T Walker, C Brooks, Youth Councillor and T Brown, Clerk

**1 APOLOGIES**

Apologies were received from, Councillors A Edwards, C Evans, A Pearson, S Rodham and S Streeter.

**2 PUBLIC ATTENDANCE AT ORDINARY COUNCIL MEETINGS PERSONS WISHING TO SPEAK**

There were 5 members of the public in attendance and none wished to address the Council.

**3 DECLARATIONS OF INTEREST**

There were no Declarations of Interest

**4 MINUTES**

**RESOLVED: That**

the Minutes of the meetings on 11 July and 23 July 2018 be confirmed as a correct record.

**5 MATTERS ARISING**

There were no matter arising.

**6 POLICE MATTERS**

PCSO Dan Hughes, attended the meeting and raised the following points:

- ASB was quiet at the moment although there were still some issues around Garden Village, but in general around the town it had calmed down.
- Not a lot of crime had been reported apart from damage to the hairdressers on Victoria Road.

He gave a leaflet out to Members on the Herbert protocol and asked members to be aware of the protocol and to check out the details on the website.

He agreed to let the Clerk have a spreadsheet with details of the Town Council's cameras and their positions around the township.

It was agreed that the Town Council would purchase 2 cameras and he proposed that they be bought from the same company as the existing cameras to enable a match with software. The approximate cost with the existing company is around £2k per camera.

It was noted that all cameras were checked on a regular basis to ensure they are in good working order. The company also goes out to check and maintain on a regular basis.

**RESOLVED: That**

The report be received.

**7 STREETSCENE**

John Griffiths, Streetscene, was unable to attend the meeting on this occasion.

**8 MAYORS COMMUNICATIONS**

The Mayor gave a verbal report to the council which covered August and September.

51 year living in Saltney I have never known a summer with more community activity.

The events were mainly aimed at the younger generation, our citizens of tomorrow. Each event had been organised and supported by teams of dedicated volunteers with the support of the community, local business and fellow councillors.

- The Scouts fun day earlier in the summer on a lovely hot day supported as usual by Cllr Edwards.
- Saltney Football Club event on Sandy Lane playing fields.
- Saltney carnival held for the first time in recent years on its own.
- Three highly successful summer schemes
- Youth centre was very well attended once again and well organised by Julie Pugh and her team and Cllr Rodham.
- Billy's Park was very well attended and organised by Mavis who had expressed her thanks to the Town Council for its support and to Cllr Lloyd and Cllr Brooks for their support.
- ChloeAnne Brooks had been nominated for the under 25 Tom Jones award which I am please to announce she won. The Mayor presented ChloeAnne with a gift voucher in recognition of the achievement and her work as a Youth Councillor
- Summer scheme on the Rec – Park Avenue, was a huge success and a special mention to Cllr Edwards for her passion and determination in organising the event over a three week' period.
- Several Councillors had attended the recent meeting of the local history group. It included a presentation on the origin of Saltney and its industry past
- Christmas Parade is on Tuesday, 4 December.
- Coffee morning for Macmillan will be held at our cottage on Sandy Lane on 28 September, everyone is welcome to attend this good cause.

**RESOLVED: That**

the Mayors report be noted.

## 9 YOUTH COUNCILLORS REPORT

Councillor Brooks explained that she had help/attended the following projects throughout the summer.

- Billy's Park summer scheme and the hunger programme
- Supported the youth club
- SFC fun day
- Saltney Ferry Primary School
- Helped with the holiday programme
- the Saltney Carnival
- Scout fun day

### **RESOLVED: That**

The report be received.

## 10 PLANNING APPLICATION

Ref: 058695  
Proposal: Single storey portal frame extension to existing end of life (EOL) facility and canopy to existing building  
Location: Massey Metal Recycling, River Lane, Saltney, Flintshire, CH4 8RH  
Grid Ref: E 338488.8 N 365263.3

### **RESOLVED: That**

the planning application be noted.

## 11 MATCH FUNDING SCHEME – IMPROVEMENTS TO CHILDREN'S PLAY AREAS 2018-19

Flintshire County Council had allocated £105,000 from its 2018-19 budget for match funding improvement works to children's play areas. The match funding scheme was now in its ninth year with over £1.5m being invested jointly by Flintshire County Council and Town and Community Councils in over 100 play areas over the previous eight years.

Aura's Play Design service had identified the following play areas within the community as sites for consideration, Tegid Way, Park Avenue and Boundary Lane.

Due to the limitations for improvement at Tegid Way, Park Avenue was strategically in the most need of investment.

It should be noted that Flintshire County Council could not guarantee that all nominations would be approved. Similarly, it might be necessary to make a reduction in the level of match funding Flintshire County Council was able to offer dependent on the number of expressions of interest received.

**RESOLVED; That**

the Town Council propose £10k match funding for Park Avenue and ask for goal posts to be included in the scheme.

**12 BULB PLANTING (£300)**

Th proposal for annual bulb planting working parties, to plant daffodils could be funded from the Townscape annual budget. It was agreed to approach Northop students, St Davids High School, Scout groups, deva Boxing Club and FOSR volunteers to assist with the planting to provide delightful splash of spring colour in the many grassed areas scattered through the township.

Previous bulb plantings in the township had enhanced many areas in Saltney and was worthy of investing even more planting of spring flowers wherever there was space.

**RESOLVED: That**

the Council spend up to £300 from the Townscape budget to purchase bulbs for planting throughout both wards in the township.

**13 APPOINTMENT TO THE ENVIRONMENT AND REGENERATION COMMITTEE**

Following the appointment of Councillor Rodham as Deputy Mayor, Council was requested to appoint a replacement member to the Environment and Regeneration Committee in accordance with Minute 6(refers) of the Annual Council meeting held on 9 May 2018. Councillor Rodham's role as Deputy Mayor on the Committee would be as an ex-officio member on the Committee.

**RESOLVED: That**

Councillor Mark Parry be appointed the Environment and Regeneration Committee

**14 ONE VOICE WALES ANNUAL SUBSCRIPTION**

Members agreed via email during the summer recess that the Town Council should continue with its annual subscription to One Voice Wales for 2018-19 at a cost of £689. Which was duly paid by cheque on 27 July 2018 Cheque No. 102812.

**15 INCOME AND EXPENDITURE REPORT**

The Clerk reported on the income and expenditure received and incurred by the Council up to 31 August 2018.

**RESOLVED: That**

(1) the report be received

(2) the bank reconciliation report and cashbook be reported to Council on a monthly basis.

## 16 CURRENT ACCOUNT SIGNATORIES

The Council was asked to nominate up to a further 3 signatories to the current account in addition to the existing two signatories.

It was proposed by Councillor Gay that all members of the Finance and General Purposes Committee be signatories on the current account. A recorded vote was called for.

For	Against	Abstain
Liz Allen Veronica Gay Arthur Gregory	Carol Gregory Hannah Jones Richard Lloyd Mark Parry Jason Shallcross Terry Walker	
(3)	(6)	(0)

Councillor Richard Lloyd proposed an amendment of 3 signatories to the current account as all Finance and General Purposes Committee was realistically to many members. A recorded voted was called for.

For	Against	Abstain
Arthur Gregory Carol Gregory Hannah Jones Arthur Gregory Richard Lloyd Mark Parry Jason Shallcross Terry Walker		Liz Allen Veronica Gay
(8)	(0)	(2)

### **RESOLVED: That**

Councillors Arthur Gregory, Carol Gregory, and Terry Walker be added to the current account signatories.

## 17 NOTICES OF MOTION

(1) a Notice of Motion considered in the name of Councillor Elizabeth Allen, several local Councils had already installed their "There but Not There" life-sized 6' Tommy (in aluminium) in commemoration of the 1918 Armistice and to illustrate that we remember those fallen and that they are "no longer a name on a wall".

Saltney Town Council be asked to purchase one at a cost of £750.00 + £26.30 P&P (£776.30 total) from the charity, Remembered, which is situated within The Royal Hospital Chelsea (profits go to several military charities including the RBL).

**RESOLVED: That**

this be referred to the Finance and General Purposed Committee for costings (three quotes required) and siting within the township.

- (2) To consider a Notice of Motion standing in the name of Councillor Elizabeth Allen, that Saltney Town Council erect a stone memorial to commemorate those fallen in both World Wars (and more recent conflicts) so that they are "no longer a name on a wall".

The memorial could be in the form of a 3-sided boulder; 2 sides contain the names and the 3rd side "lest we forget" (Binyon's ode) and John Maxwell Edmonds "for your tomorrows, these gave their today" epitaph. We can have red poppies, and the Welsh Dragon in red included (or daffodils) if we so wished suggestion text is silver on the mid-grey granite. The text, etc should last 25 years or more before any need to re-colour. Cost depends on size of stone - somewhere between 4 and 5 foot is required to accommodate the names (potentially 100-125) and its plinth.

This memorial could be achieved by 11.11.18 it would usually take around 10-14 weeks. However, given the lack of, and conflicting information available, and the time it may take to double check to ensure no name is forgotten, it might be prudent to delay unveiling until 2020 (the 75th anniversary of end WW2).

**RESOLVED: That**

detailed research take place in the first instance to clarify numbers and it be brought back to a future meeting of the Council once a definite number of names to go on the stone and to consider cost and siting.

- (3) **a Notice of Motion considered in the name of Councillor Elizabeth Allen**, that Saltney Town Council express their concern and request the urgent upkeep to all those responsible for the artworks along the river walk. (Flintshire Countryside Rangers/Service)

**RESOLVED: That**

The art work along the river belongs to NRW, Mike Taylor, will paint Sid and attend a future Council meeting to update members.

- (4) **a Notice of Motion considered in the name of Councillor Elizabeth Allen**, that following the informative stroll along the river pathway, Saltney Town Councillors include an inspection walk once a month - date, time and location to be randomised unless dictated by any complaints received to a councillor or to the clerk, and that residents be invited to join such a walk-about.

**RESOLVED: That**

this matter be referred to the Environment and Regeneration Committee to consider a plan for all areas of Saltney

- (5) **To consider a Notice of Motion standing in the name of Councillor Elizabeth Allen**, that Saltney Town Council accept the offer from the Saltney History Group to advise on an information Board being erected next the “Mayor’s Wishbone” outside Morrisons and as owners of the artwork Saltney Town Council replace the vandalised tiles with a laminated print (copied from the original tiles’ template).

**RESOLVED: That**

three quotes be sourced for the information board and be brought back to a future Finance and General Purposes meeting.

- (6) **To consider a Notice of Motion standing in the name of Councillor Elizabeth Allen**, that the Grant Application Form be amended and replace the following conditional sentence

*Grants **will not** be given to any, Trading/profit-making Companies, statutory bodies or individuals or funds set up to benefit an individual.*

***With** Grants **will not** be given to any Trading Company or Individual, or funds set up to benefit an individual.*

This would remove ambiguity from the Grant Conditions and will enable local organisations (especially our 4 schools) the opportunity to submit a request for something not covered by their direct funding and prevent any Trading Company which is not in profit to request financial aid.

**RESOLVED: That**

the changes as detailed in the notice of motion be agreed.

- (7) **To consider a Notice of Motion standing in the name of Councillor Elizabeth Allen**, that an explanation be obtained from The Pine Shop, Saltney High Street, as to why this building is becoming derelict (with broken windows, some open to the elements, others boarded over) and in need of urgent external decoration. This is a prominent building, it is an eyesore especially as it is immediately visible when entering/leaving Saltney.

**RESOLVED: That**

request Flintshire County Council to come and look at the Pine Shop as it is A1 category.

- (8) **To consider a Notice of Motion standing in the name of Councillor Elizabeth Allen**, that Morrisons be contacted with a view to grassing over the wasteland between the Bakery building site and their petrol station, or advice be obtained as to their intention with this land (as I understand it has now been relinquished by STC due to non-compliance to the original contract)

**RESOLVED: That**

ask the manager at Morrisons to come along to a Council meeting to discuss the matter further.

**18 QUESTIONS**

There were four question submitted to the Clerk and all were answered. Copy of the questions and answers can be given on request

**19 INFORMATION FROM THE LOCAL COUNTY COUNCIL MEMBERS**

Councillor Gay reported on the following points:

- Big Dee Clean up
- Older persons Day 1/10/18 if member wished to get involved let Cllr Gay know, the event will be held at Douglas Place.
- Referred to Whitford Community Council auditor report

Councillor Lloyd reported on the following points:

- Big Dee clean up – there had been some confusion on who had contacted members as some members had been contacted and other not. Cheshire West and Chester Council had organised it this time. Airbus would be at the Blue Ferry Bridge 11-3pm
- Edwards Homes had enquired about making a donation to Saltney Ferry Scouts.
- Pot hole by Whiz kids the owner said will be resurfaced end of September.
- Launch Flintshire Tree at Wepre Park on 29/9 at 3.00pm
- Saltney Ferry Road had been resurfaced.

**RESOLVED: That**

the reports be received.

**20 PAYMENTS OF ACCOUNTS**

To authorise payment of the following accounts for August and September 2018:

<b>Vote</b>	<b>Payee</b>	<b>Invoice</b>	<b>Amount</b>
4000	Miss Tracey Brown	Salary (Aug)	825.24
4001/400 2	HMRC	Town Clerks IT £219.00: NI £108.58 - (Aug)	327.58
4070	Zurich Insurance	Annual Subscription	938.82
4044	Deeside Lodge	Room Hire 18.7.18 meeting	30.00
4023	Miss Tracey Brown	Office Printer Cartridges	87.87
4023	Miss Tracey Brown	Printer Paper 1 Box 5 reams	24.99
4200	One Voice Wales	Annual Subscription	689.00
4044	Deeside Lodge	Room Hire 25.7.18 meeting	16.00
4030	JDH Business Services	Internal Audit	650.40
4300	FCC	Maintenance Lighting	474.46
4000	Miss Tracey Brown	Salary (Sept)	825.24
4001/400 2	HMRC	Town Clerks IT £219.00: NI £108.58 - (Sept)	327.58
4501	Cllr E Allen	Determination 44	150.00
4501	Cllr V Gay	Determination 44	150.00
205/4041	Cllr V Gay	Replacement cheque	299.76
4041	Cllr C Evans	Replacement cheque	34.65
4501	Cllr A Edwards	Determination 44	150.00
205	Solo Business	Litter pickers, gloves and hi viz jackets – St David conservation volunteers eco group	299.40

Councillor Gay asked the Clerk for the relevant minute which referred to the 5 year' contract being entered into with Zurich insurance and requested a copy of the insurance documents be sent to her.

Signed by the Mayor .....

Date.....