

**HIGHER KINNERTON COMMUNITY COUNCIL  
MINUTES OF THE MEETING HELD IN THE BLUE ROOM, KINNERTON VILLAGE HALL ON WEDNESDAY 10<sup>th</sup>  
APRIL 2019 COMMENCING AT 6.30 P.M.**

**PRESENT:** Cllr. G. Evans (Chairman), Cllr. C. Leonard, Cllr. L. Fleming, Liz Corner (Clerk)

**19.001 APOLOGIES FOR ABSENCE**

Apologies received from Cllr. Upton and Cllr. Allport and due to alternative commitments. Cllr. Farley had advised he would be arriving late. Cllr. Moseley did not attend the meeting. Cllr. Evans advised Cllr. Caulfield had tendered his resignation following the March meeting. It was noted the increasing role of the Community Council created challenges in terms of filling vacancies with prospective candidates deterred by perceived time commitments. The Clerk confirmed the meeting remained quorate on the basis that three members which also represented one third of HKCC were in attendance. Cllr. Evans resolved to defer Accounts for Payment as an agenda item as necessary until the arrival of Cllr. Farley – all agreed.

**19.002 POLICE REPORT**

The Clerk has circulated the police report via email which had been received on the day of the meeting.

There had been two dog incidents on Cannon Way and Moor Lane when the dogs had come loose and attacked another dog leaving no injuries – LEAD initiative has been utilized (warning letter sent out along with advice pack).

There had been one incident of damage to and theft from construction site on Kinnerton Lane when approximately 12 front doors and keys had been taken amounting to over £4000 in value. The CCTV enquiries had been negative and although crime scene investigation had attended the team were unable to recover anything of forensic value. House to house results were also negative and no suspect had been identified.

Four individuals were pursued and arrested in Northop Hall on 2<sup>nd</sup> April, they have all been charged with burglary and remanded in custody while awaiting trial.

**19.003 DECLARATIONS OF INTEREST**

All members present declared an interest regarding the proposed payment for members allowances and Cllr. Evans and Cllr. Fleming declared an interest regarding the proposed reimbursement of expenses to be considered within Accounts for Payment.

**19.004 TO APPROVE THE MINUTES OF THE MEETING HELD ON 13<sup>th</sup> March 2019**

The minutes were proposed by Cllr. Fleming and seconded by Cllr. Leonard as a true record. All agreed.

**19.005 - UPDATES FROM THE MINUTES OF THE PREVIOUS MEETING**

**Page 1(18.143)** – Cllr. Allport to confirm the dates of All Saint's Church coffee mornings and lunches which Cllr. Farley would add to HKCC's website.

**Page 1(18.143)** – The Clerk had confirmed arrangements for the installation of the defibrillator with the Village Hall Management Committee.

**Page 1(18.143)** - The Clerk had chased FCC regarding repairs to the bus shelter. FCC had advised their usual contractor had ceased trading and would arrange for a Streetscene representative to check whether FCC could undertake the necessary repairs. The Clerk agreed to continue to chase FCC.

**Page 2(18.144)** – The Clerk had responded to a resident re dog walking area and budgetary information

**Page 3(18.146)** – Carried forward - Cllr. Upton to set up a meeting between HKCC and FCC which Cllr. Upton, Cllr. Evans and a member of the village plan group would attend.

**Page 3(18.146)** – Once members had responded, Cllr. Evans to set up a meeting to establish next steps for progressing specific Village Plan projects

**Page 3(18.146)** – Cllr. Upton to obtain pre-application advice from FCC regarding and planning permissions required for flagpoles

**ACTIONS**

Cllr. Allport & Cllr. Farley	To confirm the dates of All Saint's Church coffee mornings and lunches which Cllr. Farley would add to HKCC's website.
Clerk	To continue to chase FCC regarding repairs to the bus shelter.
Cllr. Upton	To set up a meeting between HKCC and FCC which Cllr. Upton, Cllr. Evans and a member of the village plan group would attend.
Cllr. Evans	Once members had responded, to set up a meeting to establish next steps for progressing specific Village Plan projects
Cllr. Upton	To obtain pre-application advice from FCC regarding and planning permissions required for flagpoles

## **19.006 CORRESPONDENCE**

- 1) Lloyds Bank Statements received, checked and filed
- 2) Correspondence with the Village Hall Management Committee regarding collaborative working which Cllr. Evans read out and advised meeting with the VHMC has been arranged for the following week.
- 3) Email from resident re Countess of Chester Hospital regarding the decision of the Countess of Chester to cease providing Welsh residents with access to services which had been sent to the MP and AM for Higher Kinnerton and copied to HKCC

## **19.007 COMMUNITY**

### **1) Community Transport & pilot scheme update**

Cllr. Leonard reported an increase in the use of the community bus following the reduction in the bus service to Chester. The weekend pilot scheme had attracted 12 passengers to date and the service provider had agreed to provide a weekly breakdown going forward. Regarding reports that the community bus had failed to turn up on occasions, the matter had been discussed with the service provider and HKCC were confident the bus had run the route but noted that stickers to identify the community bus had been stolen and had now been replaced. Members noted there had been requests from residents to run an earlier weekend service and HKCC had agreed to raise the matter with FCC and the local MP and Assembly Member. Cllr. Leonard would be meeting with the Community Transport Association regarding the possibility of longer-term funding for a weekend service should the pilot prove successful. The Clerk agreed to contact the Streetscene representative regarding the out of date bus timetable at the bus stop outside the Royal Oak.

### **2) Village Plan 5 key projects update.**

Cllr. Evans had met with a village resident to review the financial monitoring and HKCC long term budgeting in relation to the village plan projects. These projects would be worked into our ongoing budgeting process which would help the council evaluate if projects were affordable through the precept. Cllr. Evans had also met with a village resident and a councillor from Penyffordd Community Council regarding walking route around Higher Kinnerton. The project brief included producing a leaflet detailing the walking routes, to engage with FCC regarding signage and to engage with landowners along the Old Railway Line with a view to establish the line as walking route. Cllr. Fleming advised the volunteer maintenance group could potentially assist with any improvements to Bennetts Lane Corner although it was noted the permission of FCC would have to be obtained beforehand. The Clerk agreed to provide the relevant contact details for FCC to Cllr. Fleming. Cllr. Fleming agreed to liaise with a member of the village plan group to progress the Bennett's Lane Corner project.

### **3) Volunteer group activity update – Village Day, environment, village maintenance.**

The Clerk appraised members regarding the village day preparations which were in hand. Members noted the application for a grant from the Welsh Government's Landfill Disposal Tax Scheme had been successful subject to the necessary signed acceptance forms being completed. The Clerk agreed to arrange a meeting to determine next steps for progressing the project. Cllr. Evans had sent a list of maintenance tasks to the volunteer group. Cllr. Fleming agreed to assist with compiling a schedule for completion of the tasks.

### **4) Scarecrow competition.**

Cllr. Evans explained the arrangements and timings of the competition. Details of the competition would be published in the May newsletter which would include the entry form. Entries could also be submitted via HKCC's website.

### **5) School Parking Response.**

FCC had now advised that a representative from Street Scene had attended the school site and confirmed it would not be possible to extend the parking restrictions without undertaking a full legal process on the basis that the lines were marked to the correct location and therefore FCC had no scope to extend them further. It was agreed to include the matter on the agenda for the May meeting for fuller consideration.

### **6) Best Kept Community Competition.**

Members noted the application form were due for submission to FLVC by 14<sup>th</sup> June and that judging would take place in the week beginning 15<sup>th</sup> July 2019. The Clerk advised Greenfingers would be requested to undertake any additional grounds maintenance works to assist with preparing for the competition and members noted the maintenance volunteer group could also assist.

## **COMMERCE & GOVERNANCE**

### **1) Audit update.**

The Clerk advised the dates for the internal audit were 23<sup>rd</sup> to 30<sup>th</sup> May and the date for submission of all relevant paperwork to the external auditor was 1<sup>st</sup> July. Members noted the external auditor would be focusing on compliance with standing orders in relation to the award of contracts during 2018/2019. The focus committees' terms of reference did not apply to HKCC.

## **2) Review financial regulations.**

Members reviewed the HKCC's Financial Regulations specifically in relation to the paragraph 6.18 which stipulated, inter alia, that any Debit Card issued be restricted to a single transaction maximum value of £500 unless authorised by Council or finance committee in writing before any order is placed. It was noted and agreed that due to the higher value of some purchases on behalf of the Community Council which members should not be expected to purchase and reclaim as expenses, the amount would be increased to £1000 with immediate effect. Cllr. Evans advised he had now been issued with a HKCC Debit Card such that both Cllr. Evans and Cllr. Allport had been issued with cards.

## **3) GDPR compliance and Data Protection update**

Following a robust review, members agreed the updated Data Protection Impact Assessment including the DPIA outcomes and dates for completion of the outcomes which the Clerk and the Chairman proceeded to sign. The Clerk advised the Data Protection audit would be conducted annually as required to ensure HKCC were compliant with legal obligations in relation to GDPR and data protection. It was noted that additional training regarding data protection including storage of information and cyber risks would be explored and arranged as soon as practicable. The Clerk agreed to review and advise in relation to potential training for members. Members noted HKCC's insurers were able to provide specific insurance in relation to cyber risks. The Clerk agreed to obtain a quotation to be reviewed at the annual meeting in May.

## **COMMUNICATION**

### **1) Facebook business directory.**

Following a suggestion that a separate free business directory be established on HKCC's Face Book page, a potential conflict with paying newsletter advertisers had been identified and the proposal would not be progressed at this stage.

### **2) OVW awards.**

HKCC had been nominated for three awards at the recent One Voice Wales National Innovation Conference and been awarded overall winner for Best Community Website and were Highly Commended in the categories of Best Community Engagement in relation to the Village Plan and Best Community Sustainability Project in relation to community transport. Cllr. Evans had delivered a presentation regarding the HKCC website which the Chief Executive of OVW noted HKCC had won the award on two occasions. The awards were now on display in the cabinet in the village hall.

## **PLANNING**

An application had been received for the erection of front infill extension and new window to side elevation at 17 Kirkett Avenue, Higher Kinnerton and a further application had been received for the erection of an agricultural building at Sandy Lane Farm, Sandy Lane, Higher Kinnerton. Details of the applications has been circulated to all members via email. HKCC raised no objections or comments in respect of either of the applications.

## **ACTIONS**

Clerk	To contact the Streetscene representative regarding the out of date bus timetable at the bus stop outside the Royal Oak
Clerk	To provide the relevant contact details for FCC to Cllr. Fleming
Cllr. Fleming	To liaise with a member of the village plan group to progress the Bennett's Lane Corner project.
Clerk	To arrange a meeting to determine next steps for progressing the project in relation to the Welsh Government's Landfill Disposal Tax Scheme
Clerk	To contact Greenfingers regarding any additional grounds maintenance works to assist with preparing for the BKC competition
Clerk	To investigate options for data protection training for members

Cllr. Farley arrived at the meeting at 7.45 pm.

## **19.008 CHAIRMAN'S REPORT**

Members reviewed HKCC's Action Plan for 2018/2019 which Cllr. Evans had presented at the annual meeting in May 2018 and noted HKCC has accomplished a significant number of objectives.

Cllr. Evans noted OVW were offering Advanced Finance and Code of Conduct Training. It was agreed the Clerk and Cllr. Evans would attend the Finance Training and Cllr. Fleming would arrange the Code of Conduct Training. The Clerk would proceed with the booking arrangements.

## **ACTIONS**

Clerk	To book OVW training courses
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## **19.009 ACCOUNTS FOR PAYMENT**

- 1) Google (HKCC email service) - £23.76 - payment by debit card. Expenditure incurred on behalf of HKCC and payment reported at the next meeting in accordance with Para. 6.6 Higher Kinnerton Community Council's Financial Regulations.
- 2) British Heart Foundation (HKCC contribution to cost of defibrillator) - £600.00 – cheque no. 0001670. Expenditure incurred on behalf of HKCC and payment reported at the next meeting in accordance with Para. 6.6 Higher Kinnerton Community Council's Financial Regulations.
- 3) Cllr. Fleming (reimbursement for hi-vis jackets for maintenance group) – £199.50 – note cheque no. 001669 voided as not accepted by supplier. Cllr. Fleming declared an interest. All other members present agreed. It was agreed that the Clerk as Service Administrator would proceed to facilitate the payment by internet banking transfer.
- 4) Cllr. Farley (reimbursement for newsletter production cost) - £290.53 - Cllr. Farley declared an interest regarding all proposed repayments of expenses relating to newsletter production, website and Face Book promotions during 2019/2020. All other members present agreed. It was agreed that the Clerk as Service Administrator would proceed to facilitate the payment by internet banking transfer.
- 1) Greenfingers (MRRG maintenance 1/12<sup>th</sup> annual value for 2018-19) - £88.80 - cheque no. 001671 proposed by Cllr. Evans and seconded by Cllr. Leonard. All agreed.
- 2) Hafren Dyfrdwy (allotment water bill) - £22.81- cheque no. 001672 proposed by Cllr. Evans and seconded by Cllr. Leonard. All agreed.
- 3) Sam Carson (allotment maintenance) - £325.00 - cheque no. 001673 proposed by Cllr. Evans and seconded by Cllr. Leonard. All agreed.
- 4) Cllr. Evans (reimbursement for travel cost to OVW awards meeting) - £75.15 - cheque no. 001674 proposed by Cllr. Farley and seconded by Cllr. Leonard. Cllr. Evans declared an interest. All other members agreed.

Members noted payment of allowances in accordance with Independent Remuneration Panel for Wales Report 2019 Determination 40 has been discussed and agreed at the March meeting and no members had declined to receive the payment as referenced on the Accounts for Payment record circulated to all members with the agenda papers.

- 5) Cllr. Evans (payment in accordance with Independent Remuneration Panel for Wales Determination 40 as agreed at the HKCC meeting on 13.03.19) - £150.00 - cheque number 001675 proposed by Cllr. Farley and seconded by Cllr. Leonard. Cllr. Evans declared an interest. All other members agreed.
- 6) Cllr. Upton (payment in accordance with Independent Remuneration Panel for Wales Determination 40 as agreed at the HKCC meeting on 13.03.19) - £150.00 - cheque number 001676 proposed by Cllr. Evans and seconded by Cllr. Leonard. All agreed and the Clerk to obtain a signed declaration of interest form.
- 7) Cllr. Allport (payment in accordance with Independent Remuneration Panel for Wales Determination 40 as agreed at the HKCC meeting on 13.03.19) - £150.00 - cheque number 001677 proposed by Cllr. Evans and seconded by Cllr. Leonard. All agreed and the Clerk to obtain a signed declaration of interest form.
- 8) Cllr. Leonard (payment in accordance with Independent Remuneration Panel for Wales Determination 40 as agreed at the HKCC meeting on 13.03.19) - £150.00 - cheque number 001678 proposed by Cllr. Evans and seconded by Cllr. Farley. Cllr. Leonard declared an interest. All other members agreed.
- 9) Cllr. Farley (payment in accordance with Independent Remuneration Panel for Wales Determination 40 as agreed at the HKCC meeting on 13.03.19) - £150.00 - cheque number 001679 proposed by Cllr. Evans and seconded by Cllr. Leonard. Cllr. Farley declared an interest. All other members agreed.
- 10) Cllr. Mosley (payment in accordance with Independent Remuneration Panel for Wales Determination 40 as agreed at the HKCC meeting on 13.03.19) - £150.00 - cheque number 001680 proposed by Cllr. Evans and seconded by Cllr. Leonard. All agreed and the Clerk to obtain a signed declaration of interest form.
- 11) Cllr. Fleming (payment in accordance with Independent Remuneration Panel for Wales Determination 40 as agreed at the HKCC meeting on 13.03.19) - £150.00 - cheque number 001679 proposed by Cllr. Evans and seconded by Cllr. Leonard. Cllr. Fleming declared an interest. All other members agreed.

## **19.010 REPORTS FROM MEMBERS**

None reported

## **19.011 ANY OTHER BUSINESS**

None reported

## **19.012 DATE OF NEXT MEETING**

The next meeting to be held on Wednesday 8<sup>th</sup> May commencing at 6.30 pm. The meeting was declared closed at 8.00 p.m.