

**HIGHER KINNERTON COMMUNITY COUNCIL  
MINUTES OF THE ANNUAL MEETING HELD IN THE BLUE ROOM, KINNERTON VILLAGE HALL ON  
WEDNESDAY 6<sup>th</sup> JUNE 2018 COMMENCING AT 6.30 P.M.**

**PRESENT:** Cllr. Evans (Chairman), Cllr. C. Upton, (Vice Chairman), Cllr. Springett, Cllr. M. Allport, Cllr. J. Farley, Cllr. C. Leonard, Cllr. G. Caulfield, Liz Corner (Clerk)

**18.032 APOLOGIES FOR ABSENCE**

Apologies received from Cllr. Mosley, due to illness. Members conveyed their best wishes for a speedy recovery to Cllr. Mosley.

**18.033 POLICE REPORT**

The Clerk had requested a report which had not been received prior to the meeting.

**18.034 DECLARATIONS OF INTEREST**

Cllr. Farley and Cllr. Evans declared an interest regarding the proposed payments for reimbursement of expenses to be considered with Accounts for Payment. Cllr. Allport declared an interest in the appeal application received from All Saints Church.

**18.035 TO APPROVE THE MINUTES OF THE MEETING HELD ON 9<sup>th</sup> MAY 2018**

The minutes were proposed by Cllr. Springett and seconded by Cllr. Caulfield as a true record. All agreed.

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

**Page 2 (18.022)** – Cllr. Farley make site rules for Face Book more prominent

**Page 2 (18.022)** – The Clerk to continue to investigate internet banking options

**Page 3(18.027)** – the next meeting with FCC re bus service provision would held in August 2018

**Page 3(18.027)** – all youth travel pass arrangements had been completed with the initial registration event to be held on Village Day.

**Page 5(18.030)** Cllr. Upton advised a salt bin for Kirkett Avenue would cost £135.00. FCC had agreed to replace the bin on Bennetts Lane.

**ACTIONS**

Clerk	To investigate internet banking options
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**18.037 CORRESPONDENCE**

- 1) Lloyds Bank Statements received, checked and filed
- 2) Letter from Mark Tami MP on behalf of a resident re traffic calming. The Clerk agreed to draft a response.

**ACTIONS**

Clerk	To draft and send a response to letter from Mark Tami.
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**18.038 ACCOUNTS FOR PAYMENT**

- 1) Amazon – (village day items) - £39.89 - 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) Grosvenor Garden Centre (retirement gift for Alan Roberts) - £40.00 - 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.
- 3) Cllr. Farley (reimbursement for newsletter production and village day payments) - £221.09- cheque number 001585 proposed by Cllr. Leonard and seconded by Cllr. Springett. Cllr. Farley declared an interest. All other members agreed.
- 4) Gareth Evans (reimbursement for travel expenses to attend conference) - £68.40 - cheque number 001586 proposed by Cllr. Leonard and seconded by Cllr. Springett. Cllr. Evans declared an interest. All other members agreed.
- 5) Greenfingers (MRRG maintenance 1/12<sup>th</sup> annual value for 2018-19) - £88.80 - cheque number 001587 proposed by Cllr. Leonard and seconded by Cllr. Springett. All agreed.

- 6) FCC (Traffic calming alterations) - £4,000 - cheque number 001588 proposed by Cllr. Leonard and seconded by Cllr. Springett. All agreed.
- 7) OVW Community Engagement Training - £20.00 - cheque number 001589 proposed by Cllr. Leonard and seconded by Cllr. Springett. All agreed
- 8) Thomas Fattorini (bar for Chairman's chain) - £58.83 - cheque number 001590 proposed by Cllr. Leonard and seconded by Cllr. Springett. All agreed.
- 9) JDH Business Services (internal audit) - £268.80 - cheque number 001591 proposed by Cllr. Leonard and seconded by Cllr. Springett. All agreed.
- 10) Sam Carson (allotment maintenance) - £325.00 - cheque number 001592 proposed by Cllr. Leonard and seconded by Cllr. Springett. All agreed.
- 11) EWS colourprint (bus pass invoice) - £54.00 - cheque number 001593 proposed by Cllr. Leonard and seconded by Cllr. Springett. All agreed.
- 12) E A Corner (Clerk's expenses) - £101.73 - cheque number 001594 proposed by Cllr. Leonard and seconded by Cllr. Springett. All agreed.

#### **18.039 APPEALS**

- 1) Higher Kinnerton Village Hall Committee – application form received from Higher Kinnerton Village Hall Management Committee for financial support in the sum of £1,347. Payment in full proposed by Cllr. Evans and seconded by Cllr. Springett. All agreed. (Cheque no.001595).
- 2) All Saints Church – application form received requesting £1597 contribution towards insurance premium. Payment of £1597.00 proposed by Cllr. Evans and seconded by Cllr. Springett. Cllr. Allport declared an interest. All other members agreed. (Cheque no.001596).
- 3) 1<sup>st</sup> Kinnerton Scouts Group – application for donation of £280.00 received towards annual rent. Payment of £280.00 proposed by Cllr. Evans and seconded by Cllr. Leonard. All agreed. (Cheque no.001597).
- 4) Nightingale House– general donation request received – Payment of £50.00 proposed by Cllr. Evans and seconded by Cllr. Leonard. All agreed. (Cheque no.001598).
- 5) Cruse Bereavement Care - general donation request received –members RESOLVED not to donate on this occasion
- 6) Letter from Scouts re request for donation towards scout hut improvements - members RESOLVED not to donate without requesting additional information regarding specific priorities and costings.

#### **ACTIONS**

Clerk	To request additional information from the Scouts regarding specific priorities and costings in re the Scout Hut improvement plans
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#### **18.040 COMMUNITY**

##### **1) Update on Outdoor Gym Planning Application**

The Clerk had contacted FCC to ascertain the extent of FCC's statutory duties to consult regarding planning Applications and been advised all consultation requirements had been complied with. The planning application had been called for consideration at the next meeting of FCC's planning committee with a recommendation for approval from the planning officer. Cllr. Evans advised he would provide written submissions if he was unable to attend.

##### **2) Registration for youth travel pass scheme**

Details of the scheme had been publicized on Facebook and in the newsletter. The scheme would be promoted at village day with additional registration sessions being held in the village hall.

##### **3) Dragon Sports Arrangements**

Details of the summer scheme had been publicized via Facebook and the newsletter and Dragon Sports had arranged to attend an assembly at Derwen primary school to promote the scheme.

##### **4) Data Protection – latest updates and recommendations (Clerk) & security considerations**

It was agreed ICT provision for the Clerk would be reviewed to ensure data security and compliance with the General Data Protection Regulation. Cllr. Farley agreed to investigate potential options and to report back at the July meeting. The Clerk agreed to pursue enquiries with third parties offering assistance with GDPR compliance.

##### **5) Village Day and yarn bombing final arrangements**

The substantive arrangements for village day had been completed with the final details including grass and hedge cutting to be attended to nearer the day. It was resolved that any monies raised from village day would be donated to Cancer Research. Cllr. Evans extended thanks to the village day committee members. Displays of yarn bombing had been placed at various locations around the village and guidance on where to display any further yarn bombing had been posted on Facebook. Members noted the positive feedback which had been received via Facebook.

## 6) Response to Welsh Government consultation on TAN 1

Members noted that WAG were consulting local authorities regarding the proposed temporary dis-application of paragraph 6.2 of TAN 1 to remove the reference to attaching “considerable” weight to the lack of a five-year housing land supply (which was the case in Flintshire) as a material consideration in determining planning applications for housing in terms of whether the proposed temporary dis-application would be effective in relieving pressure on local planning authorities when dealing with speculative planning applications for housing. It was agreed that HKCC would review FCC’s response initially and provide a separate response by the deadline of 21<sup>st</sup> June.

Members discussed the recent planning application granted on appeal for the construction of 190 dwellings in Penyffordd and noted the intention of an interest group within the village to judicially review the decision.

The Clerk agreed to provide Cllr. Leonard with a copy of the Unilateral Undertaking relating to the Kinnerton Lane development which had secured a financial contribution for Derwen Primary school which the school had advised they had been unsuccessful obtaining the monies from FCC to date.

### ACTIONS

Cllr. Farley	To investigate potential options for ICT provision for the Clerk
Clerk & Cllr. Upton	To review FCC’s response re TAN1 initially and provide a separate response by the deadline of 21 <sup>st</sup> June.
Clerk	To provide Cllr. Leonard with a copy of the Unilateral Undertaking relating to the Kinnerton Lane development

## COMMERCE

### a. 2017-18 audit update and review Annual Return for year ending 31.03.18

The Clerk had circulated a copy of the internal audit report for 2017/18 received from JDH Business Services previously with the agenda papers and advised the auditor had concluded HKCC’s system on internal controls were in place, adequate for the purpose intended and effective subject to two issues being raised. Firstly, the internal auditor had advised the annual return should be amended to exclude an over-statement caused by a banking error rather than a receipt and payment. In accordance with the advice from the internal auditor, the Clerk had amended the relevant figures in the Annual Return for year ending 31<sup>st</sup> March 2018 accordingly. Secondly, the internal auditor had advised HKCC’s website should include information regarding whether members had been co-opted or had any political affiliations as required by s55 of the Local Government (Democracy) (Wales) Act 2013.

The Clerk as RFO had certified Part 2 of the Annual Return for year ending 31<sup>st</sup> March 2018 and presented the return to the Council. Members duly considered the Annual Return and resolved to approve the updated accounting statements and annual governance statement within the Annual Return. Cllr. Evans proceeded to sign and date Part 2 of the Annual Return. The Clerk advised the Annual Return together explanation of any significant variations and all information required to support the Annual Governance Statement would be sent to the external auditor (BDO LLP) as required.

## COMMUNICATION

### a. Website

Members noted Cllr. Evans, Cllr. Farley and Cllr. Upton would review the website and submit proposals for amendments at the September meeting.

### ACTIONS

Cllr. Farley, Cllr. Upton & Cllr. Evans	To review the website and submit proposals for amendments at the September meeting.
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## PLANNING

No applications received since the May 2018 meeting

## 18.041 CHAIRMAN'S REPORT

### a. To agree 2018/19 Community Council Action Plan

Cllr. Evans proposed that HKCC formulate a plan for 2018/19 with a range of objectives including:

- To consider, adopt and present the Village Plan to FCC to act as a document for reference in the proposed LDP.
- To work with Streetscene to ensure a comprehensive community bus service is secured for the village.
- To carry out a successful Village day 2018 and plan our Christmas event as well as planning the 2019 "village event".
- To deliver the outdoor gym project for the community.
- To be more accessible to residents on the workings and finances of the council by engaging through open events and availability of council information through an updated website
- To consider future projects and possible handover of responsibilities from the unitary authority HKCC would wish to adopt and plan our precept around it.
- To co-opt a 'younger' member of the community onto the Community Council to bring us up to full strength.
- To consider clustering arrangements with other local community councils for the basic provision of insurance, grass cutting and other similar services.

Members supported the proposed plan and it was resolved to develop the concepts in more detail and to determine how to deliver the objectives.

Cllr. Evans had attended the recent SLCC/OVW conference where local government reform was discussed in detail with a report in the proposed changes due for publication in October 2018. There was also a discussion regarding new pay scales for Clerks' which Cllr. Evans undertook to review.

### b. Reasons behind not participating in this year's BKC competition

It was noted that for personal reasons Cllr. Mosley and Cllr. Evans were unable to dedicate time to preparing for the competition this year and that the Clerk had insufficient capacity due to village day preparations. It was further noted that particular areas in the village over which HKCC has no control were looking unkempt. It was agreed to advise residents of the decision not to participate this year via Facebook. Cllr. Caulfield advised several residents had raised issues with him regarding the maintenance of Bennetts Lane corner. Cllr. Allport advised any such issues should be directed to FCC's Housing department.

## 18.042 REPORTS FROM MEMBERS

Cllr. Allport advised statutory notices regarding the proposed parking restrictions had been displayed in the village as required and the press notices would be published on 8<sup>th</sup> June. It was noted that any infringement of the restrictions going forward would be an enforcement matter. Cllr. Allport agreed to request FCC to refresh the zebra crossing and zig-zag markings outside the school when the parking restrictions were created.

Cllr. Allport advised the pop-up post office would be commencing a limited service if the village hall within the following two weeks with the opening hours to be determined by the Post Office. Once the details had been confirmed, Cllr. Allport agreed to provide Cllr. Evans with the details for publication in newsletter.

Cllr. Caulfield referred to the most recent fly-tipping incidents. It was noted that PCSO Peter Jones had secured deterrent equipment. The Clerk agreed to contact the PSCO to discuss the installation of the equipment.

Cllr. Springett advised he had approached a driver who had parked his car on the pavement in Springfield Court whilst on the school run. It was agreed that should the driver continue to park illegally, his details would be passed on to PSCO Peter Jones.

Cllr. Evans advised the village hall management committee had consented to HKCC having a display cabinet in the village hall to display HKCC's various awards. Cllr. Farley agreed to obtain frames for the BKC certificates and Cllr. Evans agreed to contact Mike Williams re HKCC's requirements.

## ACTIONS

Cllr. Evans	To review new pay scales for the Clerk
Cllr. Allport	To request FCC to refresh the zebra crossing and zig-zag markings outside the school when the parking restrictions were created.
Cllr. Allport	To provide Cllr. Evans with the details of the pop-up Post Office opening times for publication in newsletter.
Clerk	To contact PSCO re fly tipping deterrent equipment

**18.043 ANY OTHER BUSINESS**

No further matters to raise.

**18.044 DATE OF NEXT MEETING**

The next meeting to be held on Wednesday 11<sup>th</sup> July commencing at 6.30 pm. The meeting was declared closed at 8.30pm