

**HIGHER KINNERTON COMMUNITY COUNCIL
MINUTES OF THE ANNUAL MEETING HELD IN THE BLUE ROOM, KINNERTON VILLAGE HALL ON
WEDNESDAY 12th JUNE 2019 COMMENCING AT 6.30 P.M.**

PRESENT: Cllr. G. Evans (Chairman), Cllr. C. Leonard, Cllr. L. Fleming, Cllr. M. Allport, Cllr. R. Mosley, Liz Corner (Clerk)

IN ATTENDANCE: Steve Jones (FCC), Helen Telford (FCC), Ian Williams (FCC) and Steven Nuttall (resident), Anjela Jones (for wildlife project presentation only).

19.028 APOLOGIES FOR ABSENCE / REASON GIVEN

Apologies received from Cllr. Upton due to alternative commitments and Cllr. Farley due to being on holiday.

19.029 STREETSCENE DISCUSSION ON BUS PROVISION, CYCLE ROUTES, BUS SHELTER AND POT-HOLES.

Cllr. Evans advised HKCC were disappointed with the lack of response to recent letters raising issues with the bus service. Steve Jones stated he had not received copies of the letters and requested future correspondence be sent via email. The Clerk confirmed the letters had been sent via email. Cllr. Evans noted that HKCC frequently had to raise issues with FCC regarding delays and lack of responses to correspondence. In order to gain a response senior officers and our MP had been involved to facilitate a response.

Ian Williams (FCC) arrived at 6.40p.m. It was agreed FCC would provide litter picking equipment prior to the village day on 22nd June, place additional bins on MRRG and collect the rubbish after the event. Ian Williams agreed to check the trip hazard created by the manhole cover on Bennetts Lane, the water running down Main Road from outside Beech House, to make safe the potholes on Kinnerton Lane, outside the school and Babylon Fields and on Kinnerton Road approaching Hope. It was noted the pothole remedial works would be scheduled for completion within 2 weeks. Regarding the bus shelter, Steve Jones advised there would be scope to relocate the new shelter from Bennetts Lane to replace the old shelter outside All Saints Church. It was agreed HKCC would consider the matter and advise Ian Williams as soon as possible if relocation rather than the replacement of the missing Perspex pane would be required. Ian Williams advised an investigation had revealed a drain carrier had collapsed under Willow Court which FCC would repair. Ian Williams left the meeting at 6.50pm.

Members and representatives from FCC proceeded to review the information and proposals regarding the bus service which had been identified as a key issue in the Higher Kinnerton Village Plan a copy of which had been sent to FCC in advance of the meeting. Cllr. Evans presented the Evening and Weekend Service Pilot Scheme and Community Transport passenger data with the caveat that the accuracy of the data relating to return passengers on the Community Transport bus could be inaccurate due to the method used by the operator to record the data. It was noted that at the end of the Weekend Pilot Scheme, the data would be analysed to determine which journeys were sufficiently viable to support an extension to the Pilot Scheme. Cllr. Evans advised the data indicated the Community Transport timetable should be amended to better meet demand and further advised residents had requested an early Saturday morning service to Broughton Park. It was noted that whilst the data indicated a lack of demand for a service at 3.00pm, the data had been collated before the commercial 61 bus service had ceased to operate and therefore the accuracy of the data could not be verified. Members and FCC representatives reviewed and discussed HKCC's proposed alterations to the timetable. Helen Telford and Steve Jones advised that to accommodate the revised proposals it would be necessary to check if a bus used for school transport could then be deployed to the village to provide a service to Broughton Park as close to 3.00pm as possible. It was agreed FCC would trial the remaining revisions to the timetable for 3 months and that FCC would contact the operator regarding provision of a bus service on a Saturday and advise HKCC on Thursday 13th June if this would be possible.

In terms of the sustainability of bus service provision, Steve Jones advised FCC were moving towards 5-year contracts with operators providing services on a fixed timetable with fixed rates along core routes supplemented by local travel arrangements to feed into the core route network and integrated with school transport services. However, he further advised there were issues with lack of demand for local pilot scheme services operating across Flintshire and advised the current cost per journey for the Higher Kinnerton Community Transport Scheme was £15.00 per journey which FCC could not sustain. Mr. Jones stated FCC were as an alternative trialling a demand response service in North Flintshire which operated on the basis that residents were able to telephone a dedicated number to book a bus which could provide a service when not operating as a school transport vehicle. Mr. Jones advised initially 7 days' notice would be required to book the bus service, bus passes could still be used and that FCC would administer the scheme although he acknowledged a move to a demand led scheme may not be immediately popular as an alternative to the existing bus service provision. Cllr. Evans considered the outcome of the Community Transport Scheme trial would have to be evaluated prior to considering any potential move to demand led service.

Anjela Jones arrived at the meeting at 7.30pm

Steve Jones advised that once the revised timetable had been trialled for 3 months, HKCC and FCC would need to review the usage data to determine its sustainability on the basis that whilst FCC were not statutorily obliged to provide a bus service, FCC were keen to ensure the continuation of a sustainable service. Cllr. Evans queried FCC's definition of a sustainable service – Steve Jones advised the current cost of £265.00 per weekday to provide HKCC's bus service and needed 8 passengers per journey otherwise it was not sustainable. Steve Jones also confirmed that the funding was not secure beyond September/October 2019. Cllr. Evans advised the evening and weekend pilot scheme had been secured for considerably less which Steve Jones agreed to investigate. Cllr. Evans passed copies of HKCC's letters re the bus service to Steve Jones.

The Clerk agreed to invite Steve Jones to attend the November meeting to discuss bus service provision.

Regarding cycle routes, Cllr. Evans advised the enhancement of cycle routes was a key theme which had emerged from the village plan and identified by HKCC as an objective for delivery. Following a review of a map which identified cycle routes and potential enhancements to the routes, Steve Jones advised FCC had no power to compulsory purchase land to extend cycle routes and therefore any extension over privately owned land would be a matter of negotiation with the landowner. Improvements to the Broughton cycle network would be facilitated by grant monies from the Welsh Assembly Government and would include links to neighbouring communities including Warren Hall should the development come forward. Steve Jones agreed to check where Higher Kinnerton featured with the travel plan and send the details to the Clerk.

Steve Jones and Helen Telford left the meeting at 7.50pm.

ACTIONS

Steve Jones	To contact HKCC on 13.06.19 re possibility of bus service on Saturday mornings
Clerk	To invite Steve Jones to the November meeting

19.030 WILDLIFE PROJECT PRESENTATION

Cllr. Evans exercised his discretion as Chair to bring forward the agenda item relating to the wildlife project. Anjela Jones confirmed the grant funding in the sum of £14,950 had been approved by the Landfill Disposal Tax Scheme Grant Panel. The Clerk confirmed first 80% payment of the grant had been received towards the end of May 2019. The project would be launched at the Village Day on 22nd June and thereafter a schedule of events and activities would be organised. FCC had approved the development of a wildlife area, replacement of hedges and trees in Park Avenue Play Area subject to any necessary permissions from adjacent landowners. It was agreed the Cllr. Evans would make enquiries with contractors regarding the groundworks for wildlife area and Anjela Jones would meet with prospective contractors to scope out the groundwork. It was further agreed to arrange a meeting with the Clerk, Cllr. Fleming and Anjela Jones to review plans for Bennetts Lane corner and set up a further meeting with the volunteer group.

ACTIONS

Clerk	To arrange meetings re wildlife project
Cllr. Evans & Anjela Jones	Cllr. Evans to make enquiries with contractors regarding the groundworks for wildlife area and Anjela Jones would meet with prospective contractors to scope out the groundwork.

19.031 DECLARATIONS OF INTEREST

Cllr. Evans, Cllr. Farley and Cllr. Fleming declared an interest regarding the proposed reimbursement of expenses to be considered within Accounts for Payment. Cllr. Mosley and Cllr. Allport declared an interest in the prospective payment to All Saints Church to be considered within Appeals.

19.032 TO APPROVE THE MINUTES OF THE MEETING HELD ON 8TH MAY 2019

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

19.033- UPDATES FROM THE MINUTES OF THE PREVIOUS MEETING

Page 1(19.016) – Clerk to contact PCSO Jones regarding action taken following receipt of photographs showing illegally parked cars in the village – update carried forward to July meeting

Page 2(19.018) – Cllr. Allport and Cllr. Farley to confirm the dates of All Saint's Church coffee mornings and lunches which Cllr. Farley would add to HKCC's website – update carried forward to July meeting

Page 2(19.018) – 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 – carried forward to July meeting

Page 2(19.018) – Cllr. Upton to obtain pre-application advice from FCC regarding and planning permissions required for flagpoles – carried forward to July meeting

Page 2(19.020) - The Clerk to continue to investigate options for data protection training for members - carried forward to July meeting

Page 3(19.023) – To progress with arrangements required to place planters in the vicinity of the layby outside the school - carried forward to July meeting

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.
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. Upton	To obtain pre-application advice from FCC regarding and planning permissions required for flagpoles
Cllr. Upton	To progress with arrangements required to place planters in the vicinity of the layby outside the school

19.034 CORRESPONDENCE

- 1) Lloyds Bank Statements
- 2) Letter from FCC re environmental and parking enforcement funding scheme

19.035 ACCOUNTS FOR PAYMENT

- 1) Discount Displays (Noticeboards for HKCC) - £454.74 - 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) Google (HKCC email service) - £21.12 - 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) Challenge Trophies – (medals for village day) - £52.50 - 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.
- 4) Malcolm Lambert – (plants for planters) - £62.30 - 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.
- 5) Waterlooohire – (portaloo for village day) - £312.00 - Expenditure incurred on behalf of HKCC by Clerk as Service Administrator facilitating payment by internet banking transfer and payment reported at the next meeting in accordance with Para. 6.10 Higher Kinnerton Community Council's Financial Regulations.
- 6) Cllr. Evans (reimbursement for flowers and plants) - £15.00 – cheque number 000001 from HKCC Grant Account - proposed by Cllr. Allport and seconded by Cllr. Leonard. Cllr. Evans declared an interest. All other members present agreed.
- 7) Cllr. Farley (reimbursement for June 2019 Newsletter, Village Day Banners, Bunting for Village Day Flyers, Scarecrow Competition Flyers, posters for notice boards) - £317.50 - proposed by Cllr. Allport and seconded by Cllr. Leonard. Cllr. Farley 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.
- 8) Cllr. Fleming (reimbursement for village day bunting) - £8.09 - proposed by Cllr. Allport and seconded by Cllr. Leonard. 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.
- 9) Greenfingers (MRRG maintenance 1/12th annual value for 2019-20) - £123.76 - cheque no. 001687 proposed by Cllr. Allport and seconded by Cllr. Leonard. All agreed.
- 10) JDH Business Services (internal audit) - £269.28 - cheque no. 001688 proposed by Cllr. Allport and seconded by Cllr. Leonard. All agreed.
- 11) Bethan Hobbs Training (outdoor gym training sessions weeks 1 to 5) - £250.00 – expenditure covered by £500.00 Sports Wales Grant received in February 2019. It was agreed that the Clerk as Service Administrator would proceed to facilitate the payment by internet banking transfer.
- 12) Allwood Donkeys (village day entertainment) - £280.00 - cheque no. 001688 proposed by Cllr. Allport and seconded by Cllr. Leonard. All agreed.

19.036 APPEALS

- 1) Higher Kinnerton Village Hall Committee – application form received from Higher Kinnerton Village Hall Management Committee for financial support in the sum of £1,757. Payment in full proposed by Cllr. Allport and seconded by Cllr. Leonard. All agreed. (Cheque no.001690).
- 2) All Saints Church – application form received requesting £1,757 contribution towards insurance premium. Payment in full proposed by Cllr. Evans and seconded by Cllr. Leonard. Cllr. Allport and Cllr. Mosley declared an interest. All other members agreed. (Cheque no.001691).
- 3) 1st Kinnerton Scouts Group – application for donation of £307.00 received towards annual rent and maintenance. Payment in full proposed by Cllr. Allport and seconded by Cllr. Leonard. All agreed. (Cheque no.001692).
- 4) Nightingale House– general donation request received – Payment of £50.00 proposed by Cllr. Allport and seconded by Cllr. Leonard. All agreed. (Cheque no.001693).
- 5) Carers Trust North Wales– general donation request received – Payment of £50.00 proposed by Cllr. Mosley and seconded by Cllr. Leonard. All agreed. (Cheque no.001694).

- 6) Letter from Flintshire 50 + Advisory Group - members RESOLVED not to donate on this occasion

19.037 COMMUNITY

1) Resident request for additional play equipment

Members reviewed the details of the roundabout which would cost £8,176 and agreed the S106 monies would be better utilised improving Bennetts Lane corner with the balance of the S106 monies being earmarked for future maintenance of the existing recreational equipment. Cllr. Evans agreed to advise FCC and the village resident accordingly.

ACTIONS

Cllr. Evans	To advise FCC and the village resident re decision not to proceed with additional play equipment
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2) Village Day, BKC & Scarecrow competition update & arrangements

As 28 entries had been received for the scarecrow competition, it was agreed to proceed with the tea party in the village hall on 27th July. The locations of the scarecrows would be placed on the noticeboard and on Facebook to enable residents to locate the scarecrows. Judging would take place week commencing 24th June.

An article regarding the Best Kept Communities competition would be included in the July newsletter. Cllr. Leonard agreed to liaise with the school regarding the judging. Cllr. Allport agreed to contact FCC to request assistance with cutting the hedging around Bennetts Lane corner.

The Clerk confirmed all necessary arrangements for the Village Day been attended to. It was agreed a donation of £70.00 would be appropriate for St. John's Ambulance attending the event and members agreed a payment of £150.00 for Jordan Barnes for DJ'ing, £75.00 for LIES and £150.00 for David O'Connor for their musical performances.

3) Proposal to move bus shelter on Bennett's Lane Corner to Main Road.

Subject to authorisation from FCC, it was agreed the recently installed bus shelter on Bennetts Lane should be relocated and replace the bus shelter outside All Saints Church.

ACTIONS

Cllr. Evans	To advise FCC and the village resident re decision not to proceed with additional play equipment
Cllr. Allport	To contact FCC to request assistance with cutting the hedging around Bennetts Lane corner for Best Kept Communities competition

COMMERCE & GOVERNANCE

1) Final 2018/2019 budget update

Members reviewed the final budget for 2018-19 and noted the budgeting process had been robust with no significant overspend or unplanned expenditure. The overspend in relation to the Clerk's salary had arisen due the additional hours required to prepare for the internal and external audit in addition to village day and other day to day duties. It was noted the Clerk had again had to work significantly increased hours in April and May in the current year due to the same pressures. It was agreed the Clerk should receive additional support and that HKCC would make enquires regarding external support with the accounting processes and include the matter on the agenda for the July meeting. Whilst reviewing expenditure it was noted that the Scouts received significantly less than the Village Hall or All Saints Church and that HKCC may want to consider a more equitable contribution going forward. Members proceeded to review income and reserves and agreed the end of year budget did not raise any issues for concern.

2) 2018-19 audit update and review Annual Return for year ending 31.03.19

The Clerk had circulated a copy of the internal audit report for 2018/19 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 one issue being raised. The internal auditor had advised the value of the fixed assets and long-term assets for year ending 2018-2019 should be amended on the annual return from £36876 to £34402 to include net value of the outdoor gym rather than the gross value on the basis that assets should be included within the asset register net of VAT. accordance with the advice from the internal auditor, the Clerk had amended the relevant figures in the Annual Return for year ending 31st March 2019

The Clerk as RFO had certified Part 2 of the Annual Return for year ending 31st March 2019 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

No matters to report.

PLANNING

An application had been received for the conversion of vacant agricultural building into residential accommodation, single storey extension to existing Shower Block, siting of 4no pods and 2no yurts and creation of off-road car parking and associated landscape works Small Holding No 7, Kinnerton Road, Higher Kinnerton, Chester, CH4 9AN. It was resolved that HKCC would raise concerns regarding access to the property from Kinnerton Road which may create a hazard.

19.038 CHAIRMAN'S REPORT

Cllr. Evans had attended the Scouts AGM which had raised his awareness of the financial pressures faced by the Scout group and suggested HKCC could support the group with its aim to secure a bus potentially via the Community Transport Association which could then possibly be used by the wider community.

19.039 REPORTS FROM MEMBERS

Cllr. Fleming advised a meeting had been scheduled for 24th June with FCC to review and discuss plans for Bennetts Lane corner.

Cllr. Allport advised FCC had purchased a CCTV camera which could be moved to different locations around the county including schools to monitor parking issues.

19.040 ANY OTHER BUSINESS

Steven Nuttall considered FCC's concept of a sustainable bus service did not accord with the views of HKCC or residents and considered the lack of an effective bus service had a significant negative impact on residents.

19.041 DATE OF NEXT MEETING

The next meeting to be held on Wednesday 11th September 2019 commencing at 6.30 pm. The meeting was declared closed at 9.00p.m.