

HIGHER KINNERTON COMMUNITY COUNCIL
MINUTES OF THE MEETING HELD IN THE BLUE ROOM, KINNERTON VILLAGE HALL ON THURSDAY
8th MARCH 2017 COMMENCING AT 7.00 P.M.

PRESENT: Cllr. G. Evans (Chairman), Cllr. Allport, Cllr. Jessop, Cllr. Upton, Cllr. Springett, Cllr. Dyson, Liz Corner (Clerk)

16.133 APOLOGIES FOR ABSENCE / REASON GIVEN

Apologies for absence were received from Cllr. A. Jones and Cllr. P. Jones due to alternative commitments. Cllr. P. Lightfoot did not attend the meeting.

16.134 POLICE REPORT

Members reviewed the police report and considered the PCSO's attendance at the school had not been sufficient to observe the issues with parking and drop-offs outside the school. It was agreed the Clerk would arrange for Cllr. Springett to meet with PCSO Ellis outside the school to enable Cllr. Springett to explain HKCC's concerns.

Cllr. Springett advised the CPS had decided not to prosecute two suspects for the thefts from Cllr. Springett's garden. Cllr. Jessop advised a trailer had recently been stolen from the local area with the details being posted to HKCC's Facebook page.

ACTIONS

Clerk	To arrange for Cllr. Springett to meet with PCSO Ellis outside the school to enable Cllr. Springett to explain HKCC's concerns.
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16.135 DECLARATIONS OF INTEREST

Cllr. Springett declared an interest in the item on the agenda relating to the internal audit preparations and completed the necessary registration of interest form.

16.136 TO APPROVE THE MINUTES OF THE MEETING HELD ON 8th FEBRUARY 2017

The minutes were proposed by Cllr. Allport and seconded by Cllr. Dyson as a true record. All agreed.

16.137

UPDATES FROM THE MINUTES OF THE PREVIOUS MEETING

Page 1 (16.124) – members acknowledged the Face Books campaigns would not be created.

Page 1(16.124) – the issue with the S106 monies had been resolved.

Page 1(16.124) – the Clerk had clarified the purdah period for HKCC would run from 17.03.17 to 04.05.17 but advised the curtailment of activities related to political activities rather than the general business of the Council.

Page 2 (16.125) –the Clerk had submitted the press statement regarding the Elan Homes planning permission although it did not appear that the article had been published.

Page 2 (16.127) – members to request update from Gary Caulfield at next meeting regarding app to determine walking routes

Page 2 (16.127) – an updated quote for the traffic calming measures had been received from FCC

Page 3 (16.127) – the Clerk had written to FCC to request a variation to the S106 agreement and that S106 monies be held in trust

Page 3 (16.127) – the Clerk had declined the Greenfingers quote for cutting back the Scout Hut hedge and it had not been possible to obtain an alternative quote although Les Cannon could be approached in September

Page 3 (16.127) – Cllr. Evans had obtained the quotes for the outdoor gym equipment for MRRG

Page 3 (16.127) – Cllr. Allport had obtained quotes for the replacement allotment tool box and circulated an image of the box for members to review. It was agreed that Cllr. Allport should proceed to purchase one box in the sum of £235.00 plus VAT and should the box be satisfactory a second box would be purchased

Page 3 (16.127) – Cllr Dyson had attended the village about with the Street Scene representative which had encompassed Main Road. It had been agreed the state of the pavement outside Vale Royal cottages should be addressed by FCC contacting the homeowner. FCC had considered any remaining pavement defects were of a tolerable level at present. A blocked drain had been identified which FCC agreed to clear. The Clerk agreed to invite Mike Eastwood to the April meeting for an update regarding street scene matters.

Page 4 (16.128) – the Clerk had liaised with Penyffordd Community Council regarding any proposed timetable alterations to Community Transport Service although no response had been received

Page 4 (16.131) – Cllr. Upton awaited a response from FCC regarding adoption the lights outside Babylon Fields had to date been adopted by FCC.

ACTIONS

Cllr. Allport	To purchase allotment tool box on the sum of £235.00 plus VAT
Clerk	To invite Mike Eastwood to April meeting

16.138 CORRESPONDENCE

- 1) Lloyds bank statements received, checked and filed
- 2) Letter received from Carl Sargeant re planning and LDP's. Cllr. Evans appraised members of the background to the letter and advised the Clerk had requested a meeting with Carl Sargeant and awaited a response regarding his availability. The Clerk agreed to chase for a meeting date and also to request that a surgery be held in Higher Kinnerton attended by both Carl Sargeant and Mark Tami.
- 3) Letter received from Boundary Commission re constituency review which the Clerk agreed to review and report to members as necessary.
- 4) A letter had been received from a resident expressing concerns regarding the community transport scheme notably in relation to concerns about access to Wrexham following cessation of the X9 route, concerns that use of the community bus would result in FCC prematurely axing the DB1 service, timetabling issues and a preference for additional bus stop on Sandy Lane. It was noted all the issues would be raised at a meeting with FCC on 13th March.

ACTIONS

Clerk	To chase for a meeting date with Carl Sargeant and to request that a surgery be held in Higher Kinnerton attended by both Carl Sargeant and Mark Tami.
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16.139 ACCOUNTS FOR PAYMENT

- 1) Orange Pippin £36.40 (replacement tree for Community Orchard) - payment by debit card. Expenditure authorised at HKCC meeting on 13.10.16 and payment reported at the next meeting in accordance with Para. 6.6 Higher Kinnerton Community Council's Financial Regulations.
- 2) FCC (s106 monies and match funding contribution) - £7768.58 - cheque number 001487 proposed by Cllr. Springett and seconded by Cllr. Evans. All agreed
- 3) Dee Valley Water (allotments) - £22.35 - cheque number 001488 proposed by Cllr. Springett and seconded by Cllr. Evans. All agreed
- 4) SLCC (membership) - £93.00 - cheque number 001489 proposed by Cllr. Springett and seconded by Cllr. Evans. All agreed
- 5) Information Commissioner's Office (data protection registration) - £35.00 - cheque number 001490 proposed by Cllr. Springett and seconded by Cllr. Evans. All agreed
- 6) RJH Print Services (March newsletter) - £180.00 - cheque number 001491 proposed by Cllr. Springett and seconded by Cllr. Evans. All agreed

16.140 TO RECEIVE COMMITTEE REPORTS

COMMUNITY

a. Renewal of MRRG maintenance contract & allotments maintenance

Member noted the Sam Carson had declined to submit a quotation for maintenance MRRG. It was therefore resolved to accept the quotation in the sum of £810.00 plus VAT submitted by Greenfingers for the annual maintenance contract. It was further agreed that the allotment maintenance contract for 2017/18 in the sum of £160.00 would be renewed with Paul Elson. The Clerk agreed to confirm the arrangements with the respective contractors.

ACTIONS

Clerk	To confirm the arrangements with the respective contractors for renewal of MRRG maintenance contract & allotments maintenance contract
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b. Creation of outdoor gym area including budget allocation

Members reviewed the plan provided by Cllr. Jessop who appraised members of drainage issues and the proposed scheme layout. It was agreed that the Clerk would send the plan and photographs to FCC requesting approval of the scheme. There was a consensus that subject to an appropriate tender exercise being carried out in accordance with HKCC's Financial Regulations, one contractor should be appointed to carry out installation of the equipment and another for installation of the new fencing. It was agreed initial advice could be obtained from prospective suppliers prior to the tendering exercise to determine whether such suppliers could deliver HKCC's requirements. It was resolved that a budget of up to £15,000 should be

earmarked from reserves for completion of the project. Members noted that it may be necessary to apply for planning permission to deliver the project.

ACTIONS

Clerk	To send the plan and photographs to FCC requesting approval of the scheme to create an outdoor gym area.
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c. Traffic Calming Update

FCC had confirmed there would be no change in the quotation for the additional traffic calming measures. The Clerk agreed to clarify there had been no change to the drawing specification. Members reviewed the drawing and agreed to confirm that HKCC wished to proceed subject to arranging a site meeting with FCC to agree the precise locations of the additional measures. It was further resolved that the Clerk would arrange a speed monitoring survey with the assistance of Cllr. Upton to enable HKCC to obtain data regarding traffic speeds outside 1 Main Road to assist with identifying the preferred location of the raised table.

ACTIONS

Clerk	To arrange a speed monitoring survey on Main Road with the assistance of Cllr. Upton
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d. BKC Competition and Scarecrow Event

Cllr. Springett had attended the BKC evening at FCC. The judges had advised that evidence of community initiatives would be considered favourably. Cllr. Springett had advised that HKCC were disappointed with the previous year's comments regarding a blocked drain which had been beyond HKCC's control and should have been discounted. It was agreed Cllr. Springett and the Clerk would work together complete the BKC application which would be supported by a map and relevant newsletter articles. Following a meeting with an ecology officer from FCC, it was suggested that wild flowers should be planted in Park Avenue Play Area and additional planters purchased to place new to the bus stops. Cllr. Allport agreed to obtain the quotes for the planters and to source wild flower plugs. Cllr. Jessop agreed to ask Cllr. A. Jones to assist with plaiting the willow arch. Cllr. Evans agreed to draft a newsletter article regarding a Village Spring Clean Day.

Regarding the Scarecrow competition, it was agreed there should not be prescribed theme and that should be a scarecrow trail which residents could follow. It was further agreed that small prizes should be awarded to the winners which would be presented at an afternoon tea to be held in the village hall on Friday 21st July. Cllr. Evans agreed to draft a newsletter article regarding the competition.

ACTIONS

Cllr. Springett & Clerk	To complete the BKC application form
Cllr. Allport	To obtain the quotes for the planters and to source wild flower plugs.
Cllr. Evans	To draft a newsletter article regarding a Village Spring Clean Day.
Cllr. Evans	To draft a newsletter article regarding Scarecrow competition

e. Stringers Lane/Watery Lane Bridleway update

The Clerk advised an email had been received advising the obstructions issues were being reviewed by FCC's legal team. Given FCC had provided the same response for several months, the Clerk has escalated the matter to the FCC's corporate customer service team who were now treating the matter as a formal complaint.

There had been no further updates from FCC regarding designation of the Old Railway Line as a PROW. The Clerk agreed to follow this up with FCC.

ACTIONS

Clerk	To chase FCC regarding designation of the Old Railway Line as a PROW
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f. Youth Councillor Project

There was a consensus that the younger generation had not generally been involved with or represented on the Community Council. Cllr. Evans and the Clerk had researched the possibility of either forming a Youth Council or encouraging up to two youth councillors aged between 18 and 25 to join HKCC. Cllr. Dyson agreed to review the matter further and report to the April meeting to enable members to decide whether to progress the project.

ACTIONS

Cllr. Dyson	To research potential for encouraging youth councillors to join HKCC
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COMMERCE

a. Review of Asset Register

The Clerk explained the advice had been received from the external auditor to confirm members were authorised to undertake a review of the asset register with a view to include only those capital items where values tend to be high and which have a useful life of more than one year subject to members agreeing a de minimis value below which items would not be recorded as an asset. Following robust scrutiny of the asset register, members resolved that any item below purchase cost or proxy value of £1000.00 would not be recorded as an asset. The Clerk agreed to update the register accordingly for approval by members.

ACTIONS

Clerk	To update the asset register for approval by members.
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b. Internal Audit Preparations

Cllr. Evans reminded members of the additional hours worked by the Clerk in the previous year due to the intensified audit regime. Members had previously considered the possibility of additional support for the 2017 audit and had noted that Maria Springett may have the capacity to assist following her retirement and given her accountancy background. Cllr. Springett declared a personal interest in the discussions. The Clerk had appraised members of a discussion with Maria Springett to informally consider the type of support which may assist with preparing for the audit and potential levels of remuneration. It was resolved that prior to proceeding the Clerk would obtain advice from SLCC to confirm the protocol for such arrangements although members expressed general support for securing assistance for the Clerk with managing the significantly increased workload arising from the internal and external audit.

ACTIONS

Clerk	To obtain advice from SLCC re protocol for securing assistance for Clerk with internal audit preparations
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c. S106 monies update

Members noted that following a meeting with FCC attended by Cllr. Evans and Cllr. Jessop, the invoice for payment of HKCC contribution to the match funding scheme and S106 monies had been agreed.

COMMUNICATION

Cllr. Evans advised arrangements would need to be made to manage the newsletter, website and Face Book when Cllr. Jessop and Cllr. A. Jones stepped down from HKCC. It was tentatively agreed that Cllr. Evans and the Clerk would take on responsibility for the website, Cllr. Evans and Cllr. Upton would manage Face Book for HKCC and further meeting would be arranged to consider management of the newsletter.

PLANNING – HKCC had received notification of the HKCC planning application for the erection of single storey extensions with balcony and alterations to an existing dwelling, construction of garage and alterations to access and egress at Pheasant Field, Sandy Lane, Higher Kinnerton, Chester, Flintshire, CH4 9BS. No objections were raised.

16.141 CHAIRMAN'S REPORT

Cllr. Evans and the Clerk would be attending the joint SLCC and OVW conference on 12th July 2017 which he would be attending with the Clerk.

16.142 CLERK'S REPORT – the Clerk had viewed a live Wales Audit Office webinar which had covered various topics such budget setting and internal audit. The Clerk had received the Election Nomination Packs which were distributed to member as required.

16.143 REPORTS FROM MEMBERS – Cllr. Allport advised he had purchased and planted an additional apple tree for the Community Orchard as reported in the Accounts for Payment.

16.144 ANY OTHER BUSINESS -none raised.

16.145 DATE OF NEXT MEETING

The next meeting to be held on Wednesday 12th April commencing at 7.00 pm. The meeting was declared closed at 9.15pm