

**HIGHER KINNERTON COMMUNITY COUNCIL
MINUTES OF THE MEETING HELD IN THE BLUE ROOM, KINNERTON VILLAGE HALL
ON WEDNESDAY 11th MARCH 2020 COMMENCING AT 6.30 P.M.**

PRESENT: Cllr. G. Evans (Chairman), Cllr., Cllr. M. Allport, Cllr. L. Fleming, Cllr. Cllr K. Griffiths. Cllr C. Leonard, Cllr. Farley, Liz Corner (Clerk)

IN ATTENDANCE: John Sheehan, Martin King, Adam Flanagan, Sarah Blake (FCC), Glenys Roston (resident)

19.136 INTRODUCTION TO POTENTIAL HKCC NEW MEMBERS & CO-OPTION

Following introductions, the Clerk advised FCC had confirmed HKCC were required to publish a further notice of councillor vacancies following which FCC would confirm when HKCC could proceed to co-opt John Sheehan, Martin King and Adam Flanagan as new members of HKCC at the next available ordinary meeting.

19.137 APOLOGIES FOR ABSENCE / REASON GIVEN

No apologies of absence had been received.

19.138 POLICE REPORT

PCSO Peter Jones had advised the Clerk via email that there was no police report as no incidents had occurred during the preceding month.

19.139 DECLARATIONS OF INTEREST

Cllr. Fleming and Cllr. Farley declared an interest regarding the proposed reimbursement of expenses to be considered within Accounts for Payment.

19.140 SARAH BLAKE, FCC STREETSCENE- LT8 UPDATE INC IDEAS TO PROMOTE USAGE

Sarah Blake circulated the LT8 bus service usage report and confirmed the contract had been awarded for 4 years commencing in January 2020. Whilst precise passenger number figures could not be divulged for reasons of commercial sensitivity, it was noted that there had been a 26% growth in passenger numbers since February and there were no capacity issues since the introduction of the new 16-seater bus and it was acknowledged that should demand increase that, depending on costs impacts, there would be scope to commission a larger bus.

Sarah Blake advised that in addition to the LT8 service, there were a number of express services from Broughton to Chester and Stagecoach also continued to provide a limited service from Higher Kinnerton to Chester. Following a discussion regarding a summer youth pass scheme for 11 to 17-year olds, it was agreed that Sarah Blake would provide additional information prior to the April meeting regarding current peak usage to assist with administering youth travel passes to ensure other users were able to secure a seat. It was further agreed that Sarah Blake would provide a questionnaire to determine demand for a monthly Saturday shopper service and also send the Clerk an electronic copy of the information regarding the Community Ring and Ride Service for publication via Facebook and HKCC's website. In terms of bespoke services as part of a potential befriending scheme, Sarah Blake advised there was limited scope for FCC to support such services.

Sarah Blake left the meeting at 7.10p.m.

ACTIONS

Sarah Blake	<ul style="list-style-type: none">• To provide additional information prior to the April meeting regarding current peak usage• To provide a questionnaire to determine demand for a monthly Saturday shopper service• To send to the Clerk an electronic copy of the information regarding the Community Ring and Ride Service
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19.141 TO APPROVE THE MINUTES OF THE MEETING HELD ON 12th FEBRUARY 2020

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

19.142 - UPDATES FROM THE MINUTES OF THE PREVIOUS MEETING

Page 1(19.128) – The Clerk to continue to chase FCC for an update re footpath adjacent to Kinnerton Meadows.

Page 1 (19.128) - Cllr. Allport advised he would be visiting the new recycling plant in Deeside in his capacity as the local member and would advise HKCC once a date had been confirmed for HKCC members to visit the plant.

Page 1 & 2 (19.128 & 19.131) – Ian Williams of FCC had chased new signs to include reference to Higher Kinnerton winning the Best Kept Community competition in 2019 and would also provide the equipment for the Keep Wales Tidy Event.

Page 2 (19.131) – The Clerk and Cllr. Griffiths to pursue enquiries with stall holders at Chester market about a food stall for village day.

Page 3 (19.131) – Cllr. Allport to chase FCC regarding the duty of FCC as the local highway authority to lower kerbs to comply with disability legislation. It was noted that Cllr. Fleming had raised access issues regarding ease of access to the Bennetts Lane bungalows by the emergency services which Cllr. Allport agreed to escalate with FCC.

Page 3 (19.131) – Cllr. Fleming had contacted Andy Cottle who had agreed to provide a quote for the Bennetts Lane corner groundworks as soon as possible. Rich Fagan had quoted £1800.00 plus VAT for digging out and removal of all waste and £1410 plus VAT for chopping down to the root and removal of waste. Cllr. Fleming agreed to obtain an alternative quote from Last Branch Standing. It was noted Cllr. Fleming and Cllr. Evans were meeting with FCC on 30th March to determine which improvements would be undertaken by FCC and HKCC respectively and also to clarify whether any works required planning permission. Cllr. Fleming agreed to provide FCC with a diagram re modifications to the planting areas and to ensure FCC were reviewing the potential plan to provide car parking spaces and to review prices for solar lighting prior to the forthcoming meeting with FCC.

Page 3 (19.131) – Cllr. Allport and Cllr. Evans had erected the storage container earlier with assistance from two members of the volunteer group. It was agreed HKCC would proceed to order flooring for the shed at a cost of £193.00.

Page 3 (19.131) – The Clerk agreed to continue to make enquiries with the Sports Development Officer at FCC re outdoor gym sessions and to liaise with Dragon Sports re potential lack of access to the Scout Hut for the summer camp sessions.

Page 4 (19.131) – The Clerk had confirmed renewal of the MRRG ground maintenance and allotment contracts.

Page 4 (19.131) – Cllr. Fleming to discuss the improvements to the Old Railway Line with FCC

ACTIONS

Clerk	To chase FCC for update re footpath adjacent to Kinnerton Meadows
Cllr. Allport	To advise HKCC once date for meeting confirmed re visit to new recycling plant in Deeside
Clerk	To request FCC to provide new signs to include reference to Higher Kinnerton winning the Best Kept Community competition in 2019
Cllr. Griffiths & Clerk	To make enquiries with a stall holder at Chester market about food stalls for village day.
Cllr. Evans	To proceed to order flooring for the storage shed
Cllr. Fleming	To discuss the improvements to the Old Railway Line with FCC
Clerk	To make enquiries with the Sports Development Officer at FCC re outdoor gym sessions and liaise with Dragon Sports re arrangements for summer camp sessions

19.143 CORRESPONDENCE

- 1) Lloyds Bank Statements received, checked and filed

19.144 ACCOUNTS FOR PAYMENT

- 1) Microsoft Payments (HKCC Cloud Account March 2020) - £32.55 - 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) - £9.78 - 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) Amazon Web Services (HKCC website hosting fee) - £4.52 - 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) Asgard (storage shed) - £1,857 - 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) B & Q (paint and equipment for play equipment improvements) - £61.86 - 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.
- 6) Wrexham Signs (No Dogs Allowed signs) - £60.00 - 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.
- 7) Cllr. Farley (reimbursement for March 2020 Newsletter and HKCC Website domain name renewal) - £156.43 - 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 materials for improvements to play equipment) - £62.62 - 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) SLCC (membership) - £126.00 - cheque no. 001731 proposed by Cllr. Allport and seconded by Cllr. Leonard. All agreed.
- 10) Greenfingers (MRRG maintenance 1/12th annual value for 2019-20) - £123.76 - cheque no. 001733 proposed by Cllr. Allport and seconded by Cllr. Leonard. All agreed.
- 11) Planning Aid Wales (training course to be attended by Cllr. Evans and the Cllr. Fleming) - £70.00 - cheque no. 001734 proposed by Cllr. Allport and seconded by Cllr. Leonard. All agreed.
- 12) Scottish Power (electricity for Christmas lighting) - £69.17 - cheque no. 001735 proposed by Cllr. Allport and seconded by Cllr. Leonard. All agreed.
- 13) Sam Carson (allotment maintenance) - £375.00 - cheque no. 001736 proposed by Cllr. Allport and seconded by Cllr. Leonard. All agreed.

19.145 TO RECEIVE UPDATES AND REPORTS IN RELATION TO:

COMMUNITY

1) April dinner dance

Glenys Roston had prepared the tickets and arranged for the event to be publicised. It was noted that to date no tickets had been sold and the date of the event may have to be changed due to concerns regarding coronavirus. Cllr. Farley agreed to create a Facebook event to further promote the event. It was agreed to review the position at the end of March to determine whether the event would go ahead. Glenys Roston left the meeting at 7.40p.m.

2) Tree preservation orders

Cllr. Evans had received an email from a village resident who had raised concerns regarding the lack of protection for several trees in the village although members noted a number of the trees were on private land. The Clerk had left a message with FCC's tree officer to contact her regarding the criteria for making tree preservation orders although it was noted the resident had been informed HKCC were not empowered to make TPO's which was a function of FCC as the principal authority.

3) Befriending group update

The March newsletter article had generated one response from a resident who had offered to help. There was a consensus that HKCC may be in position to host an event such as film afternoon on the village hall although interest in such an event should initially be gauged via an article on the village newsletter.

4) Village Event and Village Day update

There was a consensus that at least 12 residents would be willing to participate on an open garden event. It was agreed to hold the event in early July and promotion would be via the newsletter, Facebook and flyers in the local pubs and garden centres. The event would be organised on the basis that a £5.00 ticket and a map would be provided for anyone wishing to view the gardens between specific times and the Royal Oak would be booked to provide light refreshments with the costs being off-set by charging £5.00 of the tickets.

The Clerk and Cllr. Griffiths appraised members regarding village day preparations and advised a programme of events and summary of activities and stall holders together with any costs to be incurred would be provided to members for review at the April meeting.

ACTIONS

Clerk	To prepare programme of events, summary of activities and stall holders together with any costs to be incurred re Village Day
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COMMERCE & GOVERNANCE

1) Remuneration panel report and members allowances

Members reviewed relevant extracts from the Independent Remuneration Panel for Wales Report 2020-21 regarding payments to Community Councils and noted that the Panel had mandated a payment of £150.00 to Councillors towards costs and expenses unless specifically declined with the payment due in April 2020. It was further noted that travel costs and childcare costs to facilitate HKCC business could be reimbursed.

2) Asset register & risk register review

The Asset Register and Risk Register Review had been circulated to members previously with the agenda. Having reviewed and discussed the documents, members RESOLVED to approve and adopt the Risk Register for 2020/21. It was agreed the Clerk would update the Asset Register to include the updated value of the storage container including the flooring for members to review and approve at the April meeting.

3) Review of statement of internal controls and investment strategy

The Investment Strategy and Statement of Internal Controls had been circulated to members previously with the agenda. Having reviewed and discussed the documents, members RESOLVED to approve and adopt the Investment Strategy and Statement of Internal Controls for 2020/21.

ACTIONS

Clerk	To update the Asset Register to include the value of the storage container including the flooring for members to review and approve at the April meeting.
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COMMUNICATION

1) Update on Cllr access to Cloud account.

Cllr. Allport and Cllr. Griffiths confirmed access to the Cloud account had now been set up.

2) Website update & accessibility

The agenda item was deferred for discussion at the April meeting.

PLANNING

A pre-application consultation had been received on behalf of Elan Homes for the development of the site adjoining Kinnerton Meadows with the deadline to respond being 7th April. Following detailed scrutiny of the proposals, it was agreed HKCC would object to the proposals and the Clerk would circulate the draft response to members for approval via email prior to submitting the response.

ACTIONS

Clerk	To circulate the draft response to members for approval via email prior to submitting the response re proposed Elan Homes development
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19.146 CHAIRMAN'S REPORT

1) Finance/book-keeping initiative

Cllr. Evans appraised members regarding improved governance arrangements in relation to financial management and control that had been proposed during a meeting between Cllr. Evans, the Clerk and Maria Springett.

2) Volunteer Group

Cllr. Evans updated members regarding the meeting of the Volunteer Group on 9th March and agreed to share the minutes of the meeting with HKCC to review the actions and agreed at the meeting.

19.147 REPORTS FROM MEMBERS

No additional items were raised.

19.148 ANY OTHER BUSINESS

No additional items were raised.

19.149 DATE OF NEXT MEETING

The next meeting to be held on Wednesday 1st April 2020 commencing at 6.30pm. The meeting was declared closed at 8.40 p.m.