

**HIGHER KINNERTON COMMUNITY COUNCIL  
MINUTES OF THE MEETING HELD IN THE BLUE ROOM, KINNERTON VILLAGE HALL ON WEDNESDAY 23rd  
OCTOBER 2019 COMMENCING AT 6.30 P.M.**

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

**IN ATTENDANCE:** Cllr. Evans welcomed Jordan Barnes, Laura Melling and advised they were attending to observe an HKCC meeting with a view to potentially being co-opted as members of HKCC.

**19.067 APOLOGIES FOR ABSENCE / REASON GIVEN**

No apologies received.

**19.068 POLICE REPORT**

PCSO Peter Jones had provided a report via email which identified that since the September meeting there had been two incidents of anti-social behaviour. The first incident involved youths who had thrown a sweet at a car on Main Road where the persons responsible had been identified and spoken to in the presence of their parents. The second involved unknown persons who had thrown tomatoes at a property on Blantern Road where the offender had not been identified. Members noted there has been a recent incident at the Swan where fighting had broken out and the police had been called. The Clerk had reported a resident's complaint regarding a trailer parked on the road outside one of Babylon cottages to PCSO and awaited a response although in the meantime the trailer has been moved. Cllr. Mosley advised the police had declined to oversee the Remembrance parade from the Scout Hut to All Saint's Church due to lack of resource. It was agreed Cllr. Fleming would request support from the volunteer group.

**19.069 DECLARATIONS OF INTEREST**

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

**19.070 TO APPROVE THE MINUTES OF THE MEETING HELD ON 11<sup>TH</sup> SEPTEMBER 2019**

The minutes were proposed by Cllr. Farley and seconded by Cllr. Mosley as a true record. All agreed.

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

**Page 1(19.055)** – No update regarding the outstanding actions had been received from FCC. The Clerk agreed to chase Ian Williams accordingly.

**Page 1(19.059)** – Cllr. Farley had added the dates of All Saint's Church coffee mornings and lunches to HKCC's website.

**Page 1(19.059)** – The Clerk had sent the gym inspection forms to Cllr. Farley.

**Page 2 (19.059)** – The Clerk to draft a short form contract of engagement for Maria Springett for Cllr. Mosley to review

**Page 2 (19.059)** – The Clerk had contacted Andy Roberts at FCC regarding the status of the Village Plan and awaited a response.

**Page 3 (19.062)** – The Clerk to review need for a short-form survey for community bus passengers

**ACTIONS**

|       |                                                                                             |
|-------|---------------------------------------------------------------------------------------------|
| Clerk | To draft a short form contract of engagement for Maria Springett for Cllr. Mosley to review |
| Clerk | To chase FCC regarding the status of the Village Plan                                       |

**19.072 CORRESPONDENCE**

- 1) Lloyds Bank Statements
- 2) Annual Return and associated correspondence received from the external auditor.

**19.073 ACCOUNTS FOR PAYMENT**

- 1) Microsoft (Office 365 Home for HKCC laptop) - £55.99 - payment by debit card. Sum reimbursed by Cllr. Farley to HKCC as sum had been included for reimbursement of expenses to Cllr. Farley in error in September 2019. Records rectified and expenditure reported at the next meeting in accordance with Para. 6.6 Higher Kinnerton Community Council's Financial Regulations.
- 2) Google (HKCC email service) - £24.41 - 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) The Royal British Legion (remembrance wreath) - £20.00 – cheque no. 001706 dated 18.10.19. 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) Cllr. Farley (reimbursement for October 2019 Newsletter) - £124.32 - payment to be submitted electronically. 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
- 5) Greenfingers (MRRG maintenance 1/12<sup>th</sup> annual value for 2019-20) - £123.76 - cheque no. 001707 proposed by Cllr. Leonard and seconded by Cllr. Evans. All agreed.
- 6) Harfen Dyfrdwy (allotments water supply) - £32.27 cheque no. 001708 proposed by Cllr. Leonard and seconded by Cllr. Evans. All agreed.
- 7) Flintshire County Council (Community Transport Scheme) - £1,644.33 (on hold pending receipt of invoice without VAT charge)
- 8) E A Corner (Clerk's expenses) - £142.44 - cheque no. 001709 proposed by Cllr. Leonard and seconded by Cllr. Evans. All agreed.
- 9) Hedgehog Help Prestatyn (hedgehog event) - £100.00 (to be reimbursed from WCVA grant) - cheque no. 000004 proposed by Cllr. Leonard and seconded by Cllr. Evans. All agreed.

## **19.074 COMMUNITY**

### **1) Plans for volunteer group & volunteer meeting preparations for 5<sup>th</sup> Nov 2019.**

Cllr. Fleming agreed to send remaining invites to the volunteer meeting on 5<sup>th</sup> November. It was noted matters for discussion at the meeting included improvements to the newsletter delivery system to check the availability of deliverers to ensure copies were delivered on time and formalising and equipping the volunteer group via funding from HKCC and the WCVA grant. It was agreed HKCC would provide cheese and wine for the volunteer evening.

### **2) HKCC Response to deposit Local Development Plan launch.**

Cllr. Evans and the Clerk had attended a drop-in session regarding the deposit LDP hosted by FCC and the questions raised by HKCC and corresponding answers had been circulated in advance of the meeting which members proceeded to review. Having agreed the deposit LDP was sound, members proceeded to review the outline plan for the Warren Hall development and the plan for the proposed designation of land as green barrier. Members also discussed the updates to the Village Plan. It was resolved that in submitting detailed comments to FCC regarding the deposit LDP, HKCC should as part of the consultation exercise request an extension to the green barrier between the village and Warren Hall. It was further noted that the proposed location for residential development at Warren Hall was situated within the boundary of Higher Kinnerton which would have implications for the allocation of S106 monies arising from the development and upon the precept of Higher Kinnerton. The Clerk agreed to raise these issues with FCC. Following a detailed review of the village plan updates, members resolved to endorse and adopt the updated plan and to submit the updated document to FCC.

### **3) Boundary Commission Draft Report – Cllr. Allport**

Cllr. Allport advised members of the proposed changes to the electoral ward boundaries in Flintshire and the proposed reduction in the number of wards and local members. It was noted the report proposed that Hope and Higher Kinnerton be amalgamated as a two-member ward. It was unanimously agreed that HKCC would support Cllr. Allport's recommendation that Higher Kinnerton remain as a single member ward on the basis that Higher Kinnerton had no close alignment of affiliation with Hope and amalgamation could create the risk that Higher Kinnerton would have no local representation. It was noted Cllr. Allport's open letter would be published in the November newsletter and on HKCC's Facebook page. It was further agreed HKCC would send a separate response to the Boundary Commission to oppose the proposed changes.

### **4) Bennett's Lane Corner Plans.**

Members reviewed the various plans prepared by a local resident, Malcolm Lambert and Rich Fagan. It was noted that whilst FCC's Housing Department as the owner of the land supported the plans to develop Bennetts Lane corner in principal, prior to submitting any application to FCC for pre-planning application advise, the residents in the Bennetts Lane bungalows would have to be consulted and broadly agree with the proposed works. Regarding the estimated £8,000 cost of installing additional fencing in the style of the existing fencing was cost prohibitive on the basis that amount earmarked in the budget for all improvements was £10,000. Cllr. Fleming advised she had been provided with another plan which would have to be reviewed subsequently at the November meeting. It was agreed to review the matter further at the November meeting.

### **5) Public footpath upgrade from Kinnerton Meadows.**

It was noted the footpath had been closed temporarily whilst being upgraded in accordance with the planning permission for Kinnerton Meadows. FCC had provided a plan for the installation of 3 lighting columns. It was noted residents in the vicinity had been consulted regarding the footpath upgrade.

#### 6) CT1 usage data.

Cllr. Leonard advised the latest statistics confirmed the bus service was being well used although the potential inaccuracies with return passenger data was noted. The figures demonstrated that usage had doubled following the most recent timetable changes. FCC had to date not confirmed whether HKCC's request for a further minor amendment to the timetable had been agreed.

#### 7) Christmas Event Planning

Clwyd Clippers and Ysgol Derwen school choir had both confirmed they would be attending, and the Clerk agreed to meet with Jordan Barnes to organise the additional musical performance. It was agreed the Clerk and Cllr. Evans would apply for the events licence and order the glasses. Members approved a £50.00 budget to promote the event via Facebook plus the additional cost of newsletter flyers and a banner which Cllr. Farley agreed to organise.

#### ACTIONS

|                     |                                                                                                                                       |
|---------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| Clerk               | To submit comments to FCC re deposit LPD and raise issue re location of residential dwellings within proposed Warren Hall development |
| Clerk               | To submit HKCC response re draft boundary commission report                                                                           |
| Cllr. Fleming       | To bring additional plan re Bennetts Lane Corner and provide an update at the November meeting                                        |
| Clerk & Cllr. Evans | To apply for the events licence and order the glasses for the Christmas event                                                         |
| Cllr. Farley        | To promote the Christmas event via Facebook plus order newsletter flyers and a banner                                                 |

#### COMMERCE & GOVERNANCE

##### 1) Updated Financial Regulations

The Clerk had circulated the revised Financial Regulations and a summary of the amendments with the agenda papers. Having reviewed the relevant documents, members RESOLVED to approve and adopt the updated Financial Regulations.

##### 2) HKCC 2018-2019 External Audit update

The Clerk advised the Annual Return for year ending 31.03.19 and accompanying report had been received from the external auditor which had concluded the information contained in the Annual Return had been in accordance with proper practices and no matters had come to the attention of the external auditor to give cause for concern that relevant legislation of regulatory requirements had not been met.

#### COMMUNICATION

##### 1) A GDPR compliant council action plan including the HKCC website

Cllr. Evans has attended a County Forum meeting on 7<sup>th</sup> October which had included a review of GDPR compliance issues for Town and Community Councils. It was noted that while HKCC were generally GDPR compliant there was scope to improve compliance in terms of data stored on personal devices such as PC's and laptops. It was resolved HKCC should move to a cloud-based application and that the Clerk would finalise the draft Electronic Communication Devices Acceptable Usage Policy for approval at the November meeting. It was agreed that prior to the November meeting, all members and the Clerk review and delete obsolete emails and documents on personal computers and devices where there was no legitimate reason for retaining the data and also ensure their devices were password protected and backed up on regular basis.

##### 2) Agree Updated advertisers T&C's & 2020 rate card.

Members approved the revised advertising terms and conditions. It was noted that the current newsletter advertising payment system was being reviewed with a view to moving to an on-line payment system.

#### PLANNING

No applications had been received since the the September meeting.

#### ACTIONS

|       |                                                                                                                                                                                                                                      |
|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Clerk | To finalise the draft Electronic Communication Devices Acceptable Usage Policy                                                                                                                                                       |
| All   | To review and delete obsolete emails and documents on personal computers and devices where there was no legitimate reason for retaining the data and to ensure their devices were password protected and backed up on regular basis. |

#### **19.075 CHAIRMAN'S REPORT**

Cllr. Evans had recently attended a County Forum meeting which, in addition to GDPR, had focussed on the formal requirements in relation to declarations of interest. The Clerk agreed to circulate relevant guidance to members.

Following an informal meeting with members of the Village Hall Management Committee, it had been agreed HKCC could use the wall mounted projector screen for meetings and that a proposal for HKCC to install a storage facility in the secure area at the rear of the village hall would receive favourable support. Cllr. Evans had sent details of the proposed storage unit to the Village Hall Management Committee. Members agreed HKCC would fund the £1450 purchase cost subject to final approval from the Village Hall Management Committee.

#### **ACTIONS**

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|-------|-----------------------------------------------------------------------------------|
| Clerk | To circulate relevant guidance to members in relation to declarations of interest |
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#### **19.076 REPORTS FROM MEMBERS**

Cllr. Mosley invited members to attend the Remembrance Sunday Service on 10<sup>th</sup> November at 10.00a.m at All Saints Church. Cllr. Evans would be laying a wreath on behalf of HKCC.

#### **19.077 ANY OTHER BUSINESS**

Members agreed the HKCC Christmas meal would be held on Friday 13<sup>th</sup> December.

#### **19.078 DATE OF NEXT MEETING**

The next meeting to be held on Wednesday 20<sup>th</sup> November 2019 commencing at 6.30pm. The meeting was declared closed at 8.45 p.m.