

**HIGHER KINNERTON COMMUNITY COUNCIL MEETING NOTES**  
**FROM THE COUNCIL MEETING HELD VIA REMOTE ATTENDANCE**  
**ON TUESDAY 27<sup>th</sup> JUNE 2023, AT 6.30 PM.**

**Present:** Cllr. C. Upton, Cllr. M. King, Cllr. M. Allport, Cllr. C. Nugent, Cllr. J Swash, Cllr. J. Liddle, Cllr. D. Gleave, Corner (Clerk).

**Agenda Items:**

**1. Apologies for absence & reason given.**

Apologies for absence received from Cllr. J. Mortimer and Cllr. D. Gleave due to prior commitments. Cllr. K. Armstrong-Braun did not attend the meeting and no apologies for absence were received.

**2. Members' Declarations of Interest received in respect of the business transacted.**

- Cllr. M. King - Accounts for Payment – reimbursement of expenses – declared a personal interest.
- Cllr. M. Allport - Accounts for Payment – reimbursement of expenses – declared a personal interest.
- Cllr. M. Allport – Appeals – proposed donation to All. Saints Church – declared a personal & prejudicial interest.
- Cllr. J. Swash – Appeals – proposed donation to Village Hall Management Committee – declared a personal & prejudicial interest.

**3. Minutes - IT WAS RESOLVED** that the minutes of the meeting held on 23<sup>rd</sup> May 2023 be approved.

Members noted and agreed the minutes of the extraordinary meeting on 30<sup>th</sup> May 2023 would be formally approved for accuracy at the July meeting.

**4. Matters Arising**

The following matters arising from the Minutes were noted for information:

Page 1 - Training for Clerk – as agreed at the May meeting, the Clerk had enrolled to attend Intermediate Excel Courses Modules 1 & 2 to be facilitated by SLCC in September and October 2023 at an overall cost of £200.00 + VAT.

Page 2 – Planning application for residential development at the Royal Oak – Cllr. Upton had drafted response regarding the revised application which had been submitted to FCC as an extension of time had not been granted.

Page 2 – members noted details regarding the SLCC & OVW Joint Event in November 2023 not yet been published and the Clerk would update members regarding any potential booking once further information had been released

Page 3 – Street Scene Update – members noted that Cllr. Allport had proceeded to purchase flowers and plants for the village planters as agreed at the May meeting.

Page 4 – Scarecrow Competition – members noted the Clerk had purchased and distributed garden centre vouchers for 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place entrants and also smaller prizes for all other entrants in lieu of the award celebration tea.

Page 5 - in relation to the Ash tree within the vicinity of Park Avenue Play Area, the Clerk had contacted FCC to confirm the works to make the tree safe would be undertaken

**5. Correspondence**

- FCC – consultation regarding the implementing of a Dog Control Public Spaces Protection Order (PSPO) in Flintshire. **IT WAS RESOLVED** that the Clerk would respond on behalf of HKCC before the consultation closed on 14th July 2022 and would request that MMRG be added as a public space protected by a PSPO
- Email from Keep Wales Tidy re Free Garden Packs starter packs. Members agreed the Clerk would forward the details to the Higher Kinnerton Environmental Group
- Email and information from WAG re smart devices awareness. Members agreed to include an article in the August newsletter and to post the details on Facebook.
- Planning Aid Wales Event on 12<sup>th</sup> July 2023 re Meeting Community Need. **IT WAS RESOLVED** the Clerk would book a place for Cllr. Swash at a cost of £44.00 plus VAT
- Email from SLCC re Local Council Clerks Week which members noted.

6. **Accounts for Payment – IT WAS RESOLVED** to approve the Accounts for Payment listed on the June 2023 payment schedule.

#### 7. Appeals

- Cllr. Swash left the meeting during the debate regarding the proposed payment to Higher Kinnerton Village Hall Committee. **IT WAS RESOLVED** to donate £2000.00 to Higher Kinnerton Village Hall Committee in accordance with the application received and in accordance with HKCC's 2023-2024 budget. Cllr. Swash re-joined the meeting.
- Cllr. Allport left the meeting during the debate regarding the proposed payment to All Saints Church. **IT WAS RESOLVED** to donate £2000.00 to All Saints Church in accordance with the application received and in accordance with HKCC's 2023-2024 budget. Cllr. Allport re-joined the meeting.
- **IT WAS RESOLVED** to donate £550.00 to 1<sup>st</sup> Kinnerton Scouts Group in accordance with the application received and in accordance with HKCC's 2023-2024 budget.
- **IT WAS RESOLVED** to donate £500.00 to Kinnerton Youth Theatre following a detailed review of the grant application form.
- **IT WAS RESOLVED** to donate £100.00 to Hope House Hospice following receipt of an email requesting support and donations.
- **IT WAS RESOLVED** to donate £100.00 to Nightingale House Hospice following receipt of a newsletter requesting support and donations.

#### Reports in relation to Commerce & Governance, Community, Communication & Planning

- **Streetscene Update** – the follow up actions and updates from the village walkabout with the Street scene representative on 26<sup>th</sup> May and Street Scene catch up 26<sup>th</sup> June were duly noted by members.
- **Village Planting and Bennetts Lane Corner Update**  
Cllr. Allport advised that the flower boxes had been replenished with plants and flowers. Cllr. King agreed to assist Cllr. Allport with watering the plants and flowers
- **Village Day Update including proposed expenditure.**  
Members noted the 2023-2024 budget included £1000.00 from earmarked reserves for Village Day. The Clerk summarised the plans and proposed expenditure to date. Cllr. Swash raised a concern in relation to supporting the use of donkeys as a form of entertainment. Members noted the donkey ride booking for the 2023 Village Day had been confirmed and the Clerk had reviewed and considered welfare matters prior to confirming the booking. It was agreed to further consider the concerns raised by Cllr. Swash prior to any future bookings. **IT WAS RESOLVED** to approve the planned expenditure to date and to agree the Clerk should place any necessary orders and purchase any required items subject to confirming any village day related expenditure in accordance with HKCC's Scheme of Delegation and reporting any such payments to the full Council at the July meeting. In accordance with the Village Day expenditure Summary, members further noted that should additional expenditure be required in relation to the Village Day, monies could be vired from one budget line to another subject to proper scrutiny and agreement by members.
- **Planters outside school – review quotation, legal formalities and maintenance**  
It was agreed that the agenda item would be deferred until the July meeting.
- **Speed Limit Change in Wales**  
Members noted it had been agreed at the May meeting to convene an extra-ordinary meeting to discuss and agree how HKCC could support residents with the transition at a local level. Following a discussion regarding information received from WAG, FCC, and Thanks for 20 it was agreed to convene an extra-ordinary meeting in early August.
- **2022- 2023 Internal audit report – to receive the report and consider any issues arising**  
The Clerk had circulated a copy of the internal audit report for 2022-23 previously with the agenda papers and advised the auditor had concluded HKCC's systems of internal controls were in place, adequate for the purpose intended and effective subject to one issue being raised. The internal auditor had advised the Annual Return should be amended to exclude an over-statement of receipts and payments caused by bank transfers following the closure of two bank accounts having been included within receipts and payments rather than being classified as transfers. 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 2023 and the internal audit report confirmed the Annual return had been amended prior to internal audit signing of annual return. Members noted the year end accounts for 2022-2023 had been updated accordingly.

**IT WAS RESOLVED** to receive and agree the internal audit report and to note the recommendation within the report to amend the Annual Return to exclude the bank transfers from receipts and payments had been actioned and resolved prior to conclusion of the internal audit. Having noted the year end accounts had been updated accordingly **IT WAS RESOLVED** to approve the updated accounts for 2022-2023.

- **Review and Approve the Annual Return for year ending 31.03.23.**

The Clerk as Responsible Financial Officer had certified the Annual Return for year ending 31<sup>st</sup> March 2023. As a matter of due diligence, the Clerk read out the Annual Governance Statement and members duly considered the Annual Return. **IT WAS RESOLVED** to approve the Accounting Statements and Annual Governance Statement within the Annual Return. **IT WAS FURTHER RESOLVED** that Cllr. Upton as Chair would proceed to sign and date the certification of the Annual Return to confirm approval on behalf of the Council. It was agreed the Clerk would make the necessary arrangements for Cllr. Upton to sign and date the Annual Return to record the date it had been approved.

- **External Audit update** (Clerk to provide a report)

The Clerk advised the certified Annual Return together with an explanation of any significant variations and all information required to support the Annual Governance Statement would be sent to the external auditor (Audit Wales) by 1<sup>st</sup> August 2023 as required. Members noted HKCC would be receiving a full audit as opposed to a basic audit under the Auditor General's new audit arrangements for full audits to be conducted triennially. Members further noted the audit notice confirming arrangements for inspection of the HKCC's accounts for 2022-2023 had been duly displayed in accordance the guidance received from the external auditor,

- **Council's Annual Report for 2022-2023 – approval and publication requirements**

Members noted Community Councils had a duty to prepare and publish a report about the Council's priorities, activities and achievements in accordance with the Local Government and Elections (Wales) Act 2021. The Clerk had sent the Annual Report to members in advance of the meeting with the agenda papers. **IT WAS RESOLVED** that subject to one amendment to the date the Vice Chair had been elected to office the Annual Report for 2022-2023 be approved and published on HKCC's website.

- **To review update from One Voice Wales re numerical cross-referencing changes to Model Standing Orders**

Following the recent release of the model standing orders, OVW had identified several numerical cross-referencing changes were required. Members noted and agreed the Clerk would review the relevant updates and present the amendments to full Council for approval at the July meeting.

- **Printer and scanner for Clerk**

Members noted £400 had been included in the 2023-2024 budget for IT equipment. For increased efficiency and to assist with increasing audit requirements **IT WAS RESOLVED** to purchase a new printer with enhanced scanning capabilities and a shredder for the Clerk subject to approval of the cost at July meeting.

- **Greenfingers Grounds Maintenance Contract**

The Clerk advised Greenfingers had been taken over by Tivoli Group Ltd. The Clerk had liaised with the sub-contractor who confirmed they were content with the transition and anticipated no change to the level of service provision and were willing to work directly with HKCC if required going forward.

- **Newsletter & Website Update**

Cllr. King advised the usual website updates had been completed. Members noted Cllr. King and the Clerk would review and update the website as necessary during August. The June edition of the newsletter had been a special edition with a focus on the Scarecrow competition and the King's coronation and had been well received. The Clerk advised Solopress had quoted £35.88 for 800 Village Day flyers for the newsletter. **IT WAS RESOLVED TO** place an order for the Village Day flyers and to order approximately 20 posters.

- **Planning - to review planning applications and decisions received since the May meeting.**

Members had no comments or objections regarding the one planning application received for the construction of a new shed for storage of agricultural equipment and materials at Gwynns Nook, Kinnerton Lane, Higher Kinnerton.

**7. Chair's Report**

No additional reports from the Chair were received.

**9. Reports from Members**

No additional reports from members were received.

**10. To confirm the date of the next meeting**

Members noted the next meeting would be held on 18<sup>th</sup> July 2023

The meeting concluded at 19.50 p.m.