

**HIGHER KINNERTON COMMUNITY COUNCIL
MINUTES OF THE REMOTE MEETING HELD VIA MICROSOFT TEAMS
ON TUESDAY 17th OCTOBER 2023 COMMENCING AT 6.30 P.M.**

PRESENT: Cllr. C. Upton, Cllr. M. Allport, Cllr. J. Mortimer and Cllr. D. Gleave, Cllr. J. Liddle, Cllr. C. Nugent, Liz Corner (Clerk).

23.058 APOLOGIES FOR ABSENCE / REASON GIVEN

Apologies for absence received from Cllr. King due to being on holiday and from Cllr. Armstrong-Braun. Cllr. Swash did not attend the meeting.

23.059 DECLARATIONS OF INTEREST

Cllr. M. King - Accounts for Payment - reimbursement of expenses – Cllr. King had declared a personal interest.

23.060 TO APPROVE THE MINUTES OF MEETING HELD ON 19th SEPTEMBER 2023

IT WAS RESOLVED that the minutes of the meeting held on 19th September meeting be approved.

23.061 UPDATES FROM THE MINUTES OF THE PREVIOUS MEETING

The following matters arising from the minutes from the meeting on 19th September 2023 were noted for information:

Page 1 - St Davids Park Update – members noted the summary of S106 expenditure to date together with the estimated cost to replace the soft surfacing in St Davids Park play area should this be necessary in due course.

Page 1 - Planters outside school – members noted the application for the licence for planters outside the school and on the corner of Meadowcroft had been submitted to FCC although to date no response had been received. The Chair and the Clerk agreed to chase FCC for an update.

Page 2 - Outdoor Art Mural Proposal – members noted the Village Hall Management Committee were supportive of a project to add a village themed mural on a board affixed to the front of the village hall and the matter would be decided at the next Village Hall Management Committee meeting. Regarding the possibility of displaying a mural on the bridge on Cuckoo Hill members noted the Street Scene representative was currently on compassionate leave and therefore HKCC had been unable to arrange a Street Scene catch up to progress the proposal. Cllr. Allport agreed to liaise with Rev. Hana Amner regarding the design and number of murals and to provide an update at the November meeting.

Page 2 - Printer and scanner for Clerk- as previously noted the shredder was also required for use by the Financial Services Contract provider who had purchased a shredder for personal use and had the Clerk would also be able to use shredder for HKCC purposes. Members noted the Clerk would proceed with making arrangements to purchase a suitable printer and shredder as soon as practicable.

Page 5 -Chair's Report – it was agreed that weather permitting members of HKCC would assist with ground levelling the goal mouths on MRRG with the topsoil on Friday 20th October.

23.062 CORRESPONDENCE

- 1) Lloyds Bank Statements received by Clerk and checked and filed.
- 2) Email from FCC re community review and questionnaire for completion by 1st November 2023 - members were asked to consider a response
- 3) Email from One Voice Wales – request for support from Older People's Commissioner for Wales to capture older people's experiences of GP services with survey for completion by end of November 2023 - members were asked to consider a response
- 4) Email from Reverend Robin Mosley with list of Church services from Nov 2023 to Jan 2024

23.063 ACCOUNTS FOR PAYMENT

- 1) Microsoft Payment (HKCC On-line business basics service September 2023) - £37.80 - 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) Microsoft Payment (HKCC On-line business standard service September 2023) - £44.28 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) Microsoft Payment (HKCC On-line audio service September 2023) - £2.52 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) Microsoft Payment (HKCC On-line office 365 service September 2023) - £9.84 - 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) Stablepoint Ltd (website hosting 24th October to 24th November - £29.99) 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) Cllr. King (reimbursement for October newsletter) - £195.55) - payment re October newsletter proposed by Cllr. Mortimer and seconded by Cllr. Allport. All agreed. It was agreed that the Clerk as Service Administrator would proceed to facilitate the payment by internet banking transfer.
- 7) Tivoli Group Ltd (MRRG maintenance 1/12th annual value for 2023-2024) - £171.34 - payment proposed by Cllr. Mortimer and seconded by Cllr. Allport. All agreed. It was agreed that the Clerk as Service Administrator would proceed to facilitate the payment by internet banking transfer.
- 8) Clerk's salary October 2023 - £1,034.17 - payment proposed by Cllr. Mortimer and seconded by Cllr. Allport. All agreed. Payable by standing order.

IT WAS RESOLVED to approve the Accounts for Payment listed on the October 2023 payment schedule and the Chair and the Clerk would sign the payment schedule to confirm the Accounts for Payment had been duly approved.

23.064 TO RECEIVE REPORTS IN RELATION TO:

COMMUNITY

a. Streetscene Update

Members noted the Street Scene representative was currently on compassionate leave and therefore HKCC had been unable to arrange Street Scene catch up. In lieu of the catch-up, FCC had confirmed several pothole repairs had been carried out and a large hole in the pavement in the vicinity of the shop had been filled. Street Scene were seeking to establish the identity of the driver who had caused damage to the gully and culvert of Lesters Lane in advance of carrying out the repair works.

b. Village Community Library

Following a robust discussion, **IT WAS RESOLVED** to progress with the project in 2024-2025 subject to verifying the cost and ensuring due diligence requirements were met regarding various requirements including permissions, risk assessment, maintenance, and insurance cover.

c. Christmas Event & Christmas Lighting Update

Members noted it had been resolved at the September meeting to proceed with hosting the Christmas event on 22nd December and agreed the Clerk would make the necessary arrangements. The Clerk confirmed the musical performance and attendance of local school children had been arranged with the application for an alcohol licence to be submitted. The Clerk confirmed Deeco Lighting had agreed to check the lights and advise of any issues prior to installation. **IT WAS RESOLVED** to proceed with purchasing two Christmas trees for the village in accordance with the 2023-2024 budget.

d. MMRG Outdoor Gym Inspection

IT WAS RESOLVED to approve the quotation in sum of £125.00 plus VAT for Play Inspection Company to undertake annual inspection of outdoor gym and to proceed with purchasing replacement caps to cover bolts as required.

e. Remembrance Sunday

Members noted Remembrance Sunday would be marked by Service of Remembrance on 12th November at 10am at All Saints Church with members of Higher Kinnerton Community Council being invited to attend and to lay a wreath. Cllr. Gleave and Cllr. Liddle offered to attend the service. **IT WAS RESOLVED** to proceed with purchasing a wreath.

COMMERCE /GOVERNANCE

a. External Audit update

The Clerk advised as no update had been received from Audit Wales regarding the external audit. As the external auditor had not issued the conclusion of audit by the 30 September deadline, the published accounting statements on the HKCC website and the village noticeboard contained a statement that no opinion has been provided by the external auditor

b. To receive the Bank Reconciliation

IT WAS RESOLVED the bank reconciliation for period ending 14th October 2023 be noted and agreed

c. Higher Kinnerton Community Council Training Plan

Members noted the Training Plan agreed in November 2022 would be updated and reviewed at the November 2023 meeting. It was agreed members would review their individual training plans to confirm any training to be attended in 2023-2024 and send confirmation to the Clerk in advance of the November meeting.

COMMUNICATION - Newsletter, Website & Face Book updates

Members noted Cllr. Swash had agreed to assist Cllr. King with producing the November newsletter. It was agreed that Bonni's as a long-standing newsletter advertiser could include a one-off flyer in the newsletter. The website review by the Clerk and Cllr. King would be undertaken prior to the November meeting and the Clerk advised the annual website maintenance updates by Griffiths Digital Limited were due to be completed in November in accordance with the agreed budget. Members noted there had been some contentious dialogue between two residents regarding a Facebook post relating to the shop although the original post had not been seen by HKCC. Cllr. Upton advised a dedicated email address had been set up and would be posted on Facebook to enable residents to share anonymized details of any planned firework displays to assist with sending prior notification to residents with pets who may be affected by the noise.

PLANNING - to review planning applications and decisions received since the September meeting.

a. Ref: FUL/000240/23

Proposal: Retention of existing public house and erection of two three-bedroom dwellings (Use Class C3) utilising existing access off Kinnerton Lane, with associated parking, hard and soft landscaping, including the reconfiguration of the public house car park.

Site Location: ROYAL OAK, Kinnerton Lane, Higher Kinnerton, Chester, CH4 9BE

Members noted the application had been referred to FCC's Planning Committee to be held on 25.10.23 and HKCC's correspondence had been listed as being received on FCC's planning website.

b. Ref: FUL/000883/23

Proposal: Proposed outbuilding linked to existing garage

Location: 8 , Springfield Close, Higher Kinnerton, CH4 9BU

No comments or objections from HKCC.

23.065 CHAIR'S REPORT

Cllr. Upton reported that residents who had raised parking issues within the vicinity of Llys Derwen had been advised to contact FCC.

Members noted the budget setting process for 2024-2025 would commence in November 2023. It was agreed that members would consider potential plans or projects that would need to be reviewed and agreed by full Council. Members discussed the possibility of HKCC hosting Easter and Halloween events in lieu of Village Day not being held in 2024. Members also considered the possibility of awareness raising sessions regarding dog control and dog fouling and having a Community Tree for the village which could be decorated at certain times of the year such as Easter and Christmas. It was agreed the Clerk would make enquiries regarding potential costings as necessary. Following discussions with FCC's Chief Officer for Governance it was resolved to record the November full Council meeting.

23.066 REPORTS FROM MEMBERS

Cllr. Liddle advised a recent St. John Ambulance first aid and defibrillator training course hosted by the Toddler Group had been well received and very informative although attendance had been relatively low.

23.067 To confirm the date of the next meeting

Members noted the next meeting would be held on 21st November 2023.

The meeting concluded at 19.40 p.m.