

**HIGHER KINNERTON COMMUNITY COUNCIL  
MINUTES OF THE REMOTE MEETING HELD VIA MICROSOFT TEAMS  
ON TUESDAY 27<sup>th</sup> JUNE 2023 COMMENCING AT 6.30 P.M.**

**PRESENT:** Cllr. C. Upton, Cllr. M. King, Cllr. M. Allport, Cllr. C. Nugent, Cllr. J Swash, Cllr. J. Liddle, Liz Corner (Clerk).

**23.027 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.

**23.028 DECLARATIONS OF INTEREST**

- Cllr. King and Cllr. Allport declared a personal interest regarding the proposed reimbursement of expenses under Accounts of Payment.
- Cllr. Swash declared a personal and prejudicial interest regarding the proposed donation to the Village Hall Management Committee under Appeals
- Cllr. Allport declared a personal and prejudicial interest regarding the proposed donation to All Saints Church under Appeals

**23.029 TO APPROVE THE MINUTES OF MEETING HELD ON 23<sup>RD</sup> MAY 2023**

The minutes were proposed by Cllr. Allport and seconded by Cllr. King as a true record. **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.

**23.030 UPDATES FROM THE MINUTES OF THE PREVIOUS MEETING**

The following matters arising from the minutes of the meeting held on 23<sup>rd</sup> May 2023 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

**23.031 CORRESPONDENCE**

- 1) Lloyds Bank Statements received by Clerk and checked and filed.
- 2) 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 14<sup>th</sup> July 2023 and would request that MMRG be added as a public space protected by a PSPO.
- 3) 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
- 4) 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.
- 5) 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
- 6) Email from SLCC re Local Council Clerks Week which members noted.

### 23.032 ACCOUNTS FOR PAYMENT

- 1) Microsoft Payment (HKCC On-line business basics service May 2023) - £37.80 - payments 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 May 2023) - £44.28- payments 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 May 2023) - £2.52- payments 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 May 2023) - £9.84 - payments 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 24<sup>th</sup> June to 24<sup>th</sup> July) - £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) Tesco (Scarecrow Competition prizes) - £94.74 - 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) Card Factory (Scarecrow Competition cards) - £4.47 - 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
- 8) Grosvenor Garden Centre (Scarecrow Competition prizes) - £120.00 - 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
- 9) Greenfingers (MRRG maintenance 1/12<sup>th</sup> annual value for 2023-2024) - £171.34 - payment proposed by Cllr. Liddle and seconded by Cllr. Swash. All agreed. It was agreed that the Clerk as Service Administrator would proceed to facilitate the payment by internet banking transfer.
- 10) JDH Business Services Ltd (internal audit) - £333.00 - payment proposed by Cllr. Liddle and seconded by Cllr. Swash. All agreed. It was agreed that the Clerk as Service Administrator would proceed to facilitate the payment by internet banking transfer
- 11) SLCC (training courses) - £240.00 - payment proposed by Cllr. Liddle and seconded by Cllr. Swash. All agreed. It was agreed that the Clerk as Service Administrator would proceed to facilitate the payment by internet banking transfer
- 12) Cllr. King (reimbursement for June and July newsletters) - £479.14 - payment proposed by Cllr. Liddle and seconded by Cllr. Swash. Cllr. King had declared a personal 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.
- 13) Cllr. Allport (reimbursement for bedding plants for village) – £65.30 - payment proposed by Cllr. Liddle and seconded by Cllr. Swash. Cllr. Allport had declared a personal interest. All other members agreed. It was agreed that the Clerk as Service Administrator would proceed to facilitate the payment by internet banking transfer.
- 14) JM Barnes – expenses claim (village day sundries) - £40.90 - payment proposed by Cllr. Liddle and seconded by Cllr. Swash. All agreed. It was agreed that the Clerk as Service Administrator would proceed to facilitate the payment by internet banking transfer.
- 15) HMRC (N.I contribution Quarter 1 tax year 2023-2024) - £103.56 – payment proposed by Cllr. Liddle and seconded by Cllr. Swash. All agreed. It was agreed that the Clerk as Service Administrator would proceed to facilitate the payment by internet banking transfer.
- 16) Clerk's salary June 2023 - £1,034.17 - payment proposed by Cllr. Liddle and seconded by Cllr. Swash. All agreed. Payable by standing order.

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

### 23.033 APPEALS

- 1) Higher Kinnerton Village Hall Committee – application form received from Higher Kinnerton Village Hall Management Committee for financial support in the sum of £2,000. Cllr. Swash had declared an interest and left the meeting during the debate regarding the proposed payment. Following a robust discussion, **IT WAS RESOLVED** to donate £2000.00 to Higher Kinnerton Village Hall Committee in accordance with application received and in accordance with HKCC's 2023-2024 budget. It was agreed that the Clerk as Service Administrator would proceed to facilitate the payment by internet banking transfer. Cllr. Swash re-joined the meeting.

- 2) All Saints Church – application form received requesting £2,000 contribution towards costs received. Cllr. Allport had declared an interest and left the meeting during the debate regarding the proposed payment. Following a robust discussion, **IT WAS RESOLVED** to donate £2000.00 to All Saints Church in accordance with application received and in accordance with HKCC's 2023-2024 budget. It was agreed that the Clerk as Service Administrator would proceed to facilitate the payment by internet banking transfer. Cllr. Allport re-joined the meeting.
- 3) 1<sup>st</sup> Kinnerton Scouts Group – application for financial support in the sum of £550.00 received towards annual rent and running costs. Following a robust discussion, **IT WAS RESOLVED** to donate £550.00 to 1<sup>st</sup> Kinnerton Scouts in accordance with HKCC's 2023-2024 budget. It was agreed that the Clerk as Service Administrator would proceed to facilitate the payment by internet banking transfer.
- 4) Kinnerton Youth Theatre – application form received requesting donation towards cost of theatrical productions in the village received. Following a robust discussion, **IT WAS RESOLVED** to donate £500.00 to Kinnerton Youth Theatre. It was agreed that the Clerk as Service Administrator would proceed to facilitate the payment by internet banking transfer
- 5) Hope House Hospice – Following a discussion **IT WAS RESOLVED** to donate £100.00 to Hope House Hospice following receipt of a letter requesting support and donations. It was agreed that the Clerk as Service Administrator would proceed to facilitate the payment by internet banking transfer.
- 6) Nightingale House Hospice - Following a discussion, **IT WAS RESOLVED** to donate £100.00 to Nightingale House Hospice following receipt of a newsletter requesting support. It was agreed that the Clerk as Service Administrator would proceed to facilitate the payment by internet banking transfer.

### 23.034 TO RECEIVE REPORTS IN RELATION TO:

#### COMMUNITY

##### a. Street Scene update

The follow up actions and updates from the village walkabout with the Street scene representative on 26th May and Street Scene catch up on 26<sup>th</sup> June were duly noted by members including the escalation of outstanding surfacing repairs to Bennetts Lane, fly tipping on Sandy Lane, hedge cutting on Bennetts Lane, hedging encroachment onto pavement on Main Road along the Brackens boundary, bridge repairs on Cuckoo Hill, blocked gullies on Main Road, white lane painting on various junctions and other sections of highway, surface water issues on highway adjacent to Kinnerton Meadows and confirmation of timescales by FCC for any reparatory works to the speed cushions on Main Road.

##### b. Village Planting and Bennetts Lane Corner Update

Cllr. Allport advised the flower boxes had been replenished with plants and flowers. Cllr. King agreed to assist Cllr. Allport with watering the plants and flowers.

##### c. 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.

##### d. As Planters outside school – review quotation, legal formalities and maintenance

It was agreed the agenda item would be deferred until the July meeting.

##### e. 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 Welsh Assembly Government, FCC, and Thanks for 20 it was agreed to convene an extra-ordinary meeting in early August.

## COMMERCE /GOVERNANCE

### a. 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 to the current account following the closure of the now obsolete Grant and Chairmans' 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 31st 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.

### b. 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 by full Council.

### c. 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.

### d. 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.

### e. 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.

### f. 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.

### g. 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.

### **COMMUNICATION - Newsletter Update & 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 special edition of the June newsletter with a focus on the Scarecrow competition and the King's coronation had been well received by residents. 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 also order approximately 20 posters.

### **PLANNING - to review planning applications and decisions received since 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.

### **23.035 CHAIR'S REPORT**

No additional reports from the Chair were received.

### **23.036 REPORTS FROM MEMBERS**

No additional reports from the Chair were received.

### **23.037 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 was declared closed at 19.50 p.m.