

**HIGHER KINNERTON COMMUNITY COUNCIL
MINUTES OF THE REMOTE MEETING HELD VIA MICROSOFT TEAMS
ON TUESDAY 15th APRIL 2025 COMMENCING AT 6.30 P.M**

Present: Cllr. C. Upton, Cllr. M. King, Cllr. M. Allport, Cllr. J. Liddle, Cllr. F. Turrisi, Cllr. J. Swash, & Cllr. K. Armstrong-Braun (who joined the meeting at 7.30 p.m.) and Liz Corner (Clerk).

25.001 APOLOGIES FOR ABSENCE / REASON GIVEN

Apologies for absence received from Cllr. Cooper and Cllr. Nugent due to work commitments. **IT WAS RESOLVED** to approve the absence of Cllr. Cooper and Cllr. Nugent.

Cllr Armstrong did not attend the meeting until 7.30 p.m.

25.002 DECLARATIONS OF INTEREST

All members present declared a personal interest regarding the mandated payment of £208.00 to Councillors towards costs and expenses in accordance with Independent Remuneration Panel for Wales Report 2025-2026.

25.003 TO APPROVE THE MINUTES OF THE MEETING HELD 18th MARCH 2025

IT WAS RESOLVED that the minutes of the meeting held on 18th March 2025 be approved.

25.004 UPDATES FROM THE MINUTES OF THE PREVIOUS MEETING

The following matters arising from the minutes of the meeting held on 18th March 2025 were noted.

Page 1- Tree Surgery Works - as noted at the February meeting, the Clerk had again requested that the contractor carry out the works and submit an invoice for payment prior to year end. Members noted the invoice had been paid and the works scheduled.

Page 1 - Village Day 2025 update – it was agreed the Clerk would again contact the Royal Oak regarding the possibility of hosting a bar on village day as to date no response had been received.

Page 1 –Main Road Recreation Ground maintenance contract for 2025-2026 – as agreed at the March meeting, the contract had now been signed by HKCC and had been sent to Forest Ltd for signature.

Page 2 - Development of active / safe travel routes into and out of Higher Kinnerton – Cllr. Swash confirmed he was proceeding to make arrangements to seek expressions of interest from prospective members of the group. The Clerk agreed to contact FCC to request updated information regarding ownership of the prospective route along the Old Railway Line.

Page 3 - New Model Financial Regulations - due to the substantive updates and the proximity to the May annual meeting it was agreed the Clerk would proceed to review the new regulations and submit the updated Model Financial Regulations for approval and adoption by HKCC at the May 2025 meeting and that the Clerk would continue to liaise with fellow clerks as required regarding the revisions to the updated Regulations.

Page 4 - Training Update & Bookings - as the Clerk was unable to attend Rights of Way training on 7th April **IT WAS RESOLVED** to approve rescheduling the booking to October 2025

25.005 CORRESPONDENCE

- 1) Letter re Match Funding Scheme Improvements to Children's Play Areas 2025/26 received from Gwella's Play Design Officer inviting HKCC to submit details of any proposed improvement scheme for Park Avenue Play Area or St. David's Play Area via Section 106 monies in 2025-2026. It was agreed the Clerk would contact Gwella to verify if S106 monies could be used to replace the small goal nets on MRRG.
- 2) Email exchanges and response from a resident had been received regarding newsletter content and submissions which members noted.
- 3) Audit Wales Financial Management and Governance Report March 2025 received which members noted.

25.006 ACCOUNTS FOR PAYMENT

- 1) Last Branch Tree Surgery (tree surgery) - £500.00 - expenditure incurred on behalf of HKCC in financial year 2024-2025 as agreed at the March meeting and payment reported at the next meeting in accordance with Para. 6.6 Higher Kinnerton Community Council's Financial Regulations
- 2) Edusential Ltd (outdoor community library) - £719.99 - expenditure incurred on behalf of HKCC in financial year 2024-2025 as agreed at the March meeting and payment reported at the next meeting in accordance with Para. 6.6 Higher Kinnerton Community Council's Financial Regulations
- 3) Lloyds Bank (Account Standard Maintenance Fee) - £4.25 by bank payment - expenditure incurred on behalf of HKCC in financial year 2024-2025 and payment reported at the next meeting in accordance with Para. 6.6 Higher Kinnerton Community Council's Financial Regulations
- 4) Tesco - (sundries and refreshments for Annual Community Meeting) – £175.25 - payment by debit card. Expenditure incurred on behalf of HKCC in financial year 2024-2025 as agreed at the March meeting and payment reported at the next meeting in accordance with Para. 6.6 Higher Kinnerton Community Council's Financial Regulations
- 5) Microsoft Payment (HKCC On-line business basics service March 2025) - £47.04 – 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) Microsoft Payment (HKCC On-line business standard service March 2025) - £41.40- 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) Microsoft Payment (HKCC On-line audio service March 2025) - £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.
- 8) Microsoft Payment (HKCC On-line audio service March 2025 – billing transition) - £2.42- 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) Microsoft Payment (HKCC On-line office 365 service March 2025) - £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.
- 10) Microsoft Payment (HKCC On-line office 365 service March 2025 – billing transition) - £9.71 - 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.
- 11) Stablepoint Ltd (website hosting 24th April to March 2025) - £29.99 - payment proposed by Cllr. Swash and seconded by Cllr. Liddle - payment by debit card.
- 12) Solopress (April newsletter production) - £214.87- 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.
- 13) Lloyds Bank (Account Standard Maintenance Fee) - £4.25 by bank payment. 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.
- 14) Society of Local Council Clerks (annual membership fee) - £190.00 - payment proposed by Cllr. Swash and seconded by Cllr. Liddle. All agreed. It was agreed that the Clerk as Service Administrator would proceed to facilitate the payment by internet banking transfer.
- 15) One Voice Wales (annual membership fee) - £324.00 - payment proposed by Cllr. Swash and seconded by Cllr. Liddle. All agreed. It was agreed that the Clerk as Service Administrator would proceed to facilitate the payment by internet banking transfer.
- 16) Carson Garden and Grounds Maintenance (annual allotment maintenance) - £400.00 - payment proposed by Cllr. Swash and seconded by Cllr. Liddle. All agreed. It was agreed that the Clerk as Service Administrator would proceed to facilitate the payment by internet banking transfer
- 17) Contribution to costs and expenses of members of Community Councils (mandated payment in accordance with Independent Remuneration Panel for Wales Report 2024-2025) - £208.00 to each member of HKCC - all members present had declared a personal interest regarding the mandated payment. It was agreed that the Clerk as Service Administrator would proceed to facilitate the payments by internet banking transfer.
- 18) Clerk's salary April 2025 - payable by bank transfer as resolved at the June 2024 meeting.

Members noted the Clerk had contacted Microsoft regarding two invoices received for both Office 365 and audio conferencing and had been advised there was a change from an old billing account to the new billing account which had generated two invoices and any overpayment would be credited back to HKCC. **IT WAS RESOLVED** to approve the Accounts for Payment on the supplemental March 2025 payment schedule and the April 2025 payment schedule and agreed to proceed with any payments required prior to the April meeting in accordance with HKCC's Scheme of Delegation subject to reporting any such payments at the May meeting.

25.007 TO RECEIVE REPORTS IN RELATION TO:

COMMUNITY

a. Streetscene Update

Members noted Cllr. King and Cllr. Upton had attended a village Streetscene catch up with the FCC Streetscene representative on 21st March. Cllr. King had reviewed and discussed the bench installation proposals to be discussed later in the meeting. Cllr. Upton advised the Streetscene representative had confirmed FCC would proceed with a drainage survey on Bennetts Lane and Main Road and a section of footpath along Main Road would be re-surfaced. The waste bins and dog bins were routinely emptied on a regular basis although if a member of the two-person team was absent there may be a consequential delay in emptying bins. FCC had been alerted again to the extent of the obstruction of the footway on Sandy Lane. The Streetscene representative had been made aware of the installation of a drain from a private property on to the adjoining footpath between Deans Way and Sandy Lane - members noted several complaints from residents had been received and that Cllr. Upton had reported the matter to FCC via email. In relation to the footpath behind Park Avenue, members noted the matter had been raised with the Streetscene representative and agreed the Clerk would also report the issue to the FCC Public Rights of Way Team via email. The issues on Bramley Lane with a dip in road, mud on road and obstruction of a footpath were under observation by FCC. In relation to the replacement dog bin at the Lesters Lane end to the footpath behind the Kinnerton Meadows estate, it was agreed the Clerk would assist Cllr. Allport with writing to FCC regarding the ongoing matter.

b. Traffic Survey update

Following a robust discussion regarding the data from the recent survey conducted by Traffic Sense in the three agreed locations, members concurred the data indicated there were significant speeding issues in the village. It was agreed the Clerk, the Chair and Vice Chair would draft a submission for approval by members and to send the approved submission to FCC, Go Safe and to include a summary in the village newsletter.

c. Allotment Maintenance Contract and Allotment Matters

Members noted Carson Garden and Grounds Maintenance had provided a quotation in the sum of £400.00 for the allotment maintenance in 2025 – 2026. **IT WAS RESOLVED** to approve the quotation and agreed the Clerk should proceed to pay the respective invoice as listed in the April 2025 payment schedule. Members noted issues had been raised by allotment holders regarding various matters including the water supply, meter readings and management of the vacant half plot. It was agreed the Clerk would request an informal meeting with members of HKCC and the allotment holders to discuss the issues raised.

d. Dragon Sports update

Members noted the budget for 2025-2026 included £2,200 for the 2025 summer camp. Dragon Sports via Aura Leisure (now Gwella) had submitted a quote in the sum of a 3% increase in the cost of £2,100 for the 2024 summer camp. Following a robust discussion. **IT WAS RESOLVED** to approve the Dragon Sports' proposal for 4 weeks summer camp provision from 21st July to 15th August 2025 for two-hour sessions on Monday, Wednesday and Friday for ages 7 -11 and Tuesday and Thursday for ages 4- 6. **IT WAS FURTHER RESOLVED** that the Clerk would place an order with Dragon Sports for the summer camp and make appropriate arrangements for bookings and advertising in the village newsletter and Facebook.

e. Main Road Recreation Ground – proposed use by radio-controlled model car club

Members noted an enquiry had been received regarding use of a small area of MMRG as a venue for a radio-controlled model car club once a month. The club had applied for affiliation from the British Radio-Controlled Car Association which would provide public liability insurance. The club would also require, if possible, the use of the Scout Headquarters car park for parking and pitting, in exchange for a donation to 1st Kinnerton Scouts. The Clerk had provided a holding response to advise HKCC would be able to provide a substantive response once the proposal had been reviewed and considered by members of HKCC and 1st Kinnerton Scouts and to confirm MMRG was leased to HKCC by FCC with the terms of the lease requiring FCC's approval in addition to any approval that may be granted by HKCC and the Scouts. It was agreed to arrange a meeting on MMRG with the person who had submitted the request and Cllr. Upton to further discuss the proposal and noting that the proposal would be unviable unless the club had appropriate insurance cover in place.

f. Plants for village planters

Members noted £280.00 from earmarked reserves had been included in the 2025-2026 budget for village planting. **IT WAS RESOLVED** to proceed with purchasing plants and, if necessary, compost for the village planters up to value of £150.00. Cllr. Allport offered to assist with sourcing the plants. .

g. Village Bench Update

Members had noted at the March 2025 meeting that it would not be possible to proceed with placing an order until FCC had confirmed the licence for the bench would permit installation of an access path in addition to the concrete base. Cllr. King had raised the matter with the Streetscene representative who confirmed permission in principle to install an access path and concrete based subject to HKCC contacting FCC from the licence perspective to confirm there were no issues Street Scene issues arising from installation of an access path and base. It was agreed the Clerk would confirm the discussion with the Street Scene representative via email and proceed to contact FCC regarding the licence.

COMMERCE /GOVERNANCE

a. To receive the bank reconciliation

IT WAS RESOLVED the bank reconciliation for period ending 31st March 2025 be noted and agreed.

b. Asset Register Update

The Asset Register had been circulated to members previously with the agenda. Members noted the community library had been added to the Asset Register and following a robust review, **IT WAS RESOLVED** to approve and adopt the Asset Register for 2025-2026. Members noted the asset register would be updated and submitted for re-approval once the village bench had been purchased and installed and to add bar for Chair's chain once approved for purchase and received.

c. Internal & External Audits 2024-2025 – updates

The Clerk's report setting out the dates for the internal and external audit of the Council's accounts for year ending 31st March 2025 and preparation required had been circulated with the agenda papers. Members noted the Clerk would prepare and complete all end of year financial and governance records to include:

- Checking and completing the end of year financial year accounts
- Preparing the annual return for approval by HKCC
- Preparation of all supporting accounting and governance information
- Preparation of variance analysis if required
- Verification and submission the end of year VAT claim

The internal audit would be conducted by JDH Business Services, being the internal auditor appointed by HKCC as agreed at the meeting on 21st January 2025. On completion of the internal audit and in accordance with the statutory deadline of 30th June, members of HKCC would review and approve the final accounting statements at the HKCC Council meeting in June 2025, together with the report from the internal auditor, the draft annual return, the additional governance statements and supporting information.

The annual return including the additional governance statements and supporting information would then be submitted to the external auditor, Audit Wales, for audit by 7th July 2025 noting that should an extension to this date be required, the external auditor would be notified accordingly. The Clerk advised HKCC were required to adhere to the Council's statutory obligations regarding electors' rights to inspect the Council's accounts and for publication of the Council's audited accounts.

d. Electronic Payments – to re-appoint the Clerk as Service Administrator to facilitate payments by internet banking transfer

In accordance with HKCC's Financial Regulations relating to instructions for making payments **IT WAS RESOLVED** that the Clerk would be re-appointed as Service Administrator to facilitate payments by internet banking transfer with the appointment to be reviewed again in April 2026.

e. Approve and adopt the Council's Scheme of Delegation

The Scheme of Delegation had been circulated to members previously with the agenda papers. Having reviewed and discussed the document, **IT WAS RESOLVED** to approve and adopt the Scheme of Delegation for 2025-2026

f. SLCC membership

Members noted a letter had been received from SLCC inviting HKCC to renew its membership to re-join SLCC from 1 April 2025 at cost of £190.00. **IT WAS RESOLVED** to approve the cost and renew membership for 2025-2026.

COMMUNICATION

a. Newsletter and Website Updates

Following a discussion regarding production of the May newsletter, it was agreed the Clerk and Cllr. King would assist Cllr. Swash with production of the newsletter which would be a 4-page newsletter should there be insufficient content for an 8-page newsletter. Members noted that from October 2026, Microsoft Publisher would no longer be included in Microsoft 365. It was agreed Cllr. King and the Clerk would proceed to review alternative standalone Publisher packages to facilitate production of the newsletter for HKCC to review and approve prior to October 2026.

Cllr. Armstrong-Braun joined the meeting at 7.30 p.m. The Chair queried the reason for the late attendance and Cllr. Armstrong-Braun advised it was not a matter for HKCC although confirmed he had been attending another meeting but declined to confirm the details.

Regarding the website, the Clerk advised that as previously agreed by members, HKCC's website would be updated following the annual meeting in May to confirm details of members attendance at meetings during the previous municipal year. Members noted and agreed the meeting notes on the website would be removed following approval and publication of the respective month's minutes.

b. Facebook Updates

It was agreed to proceed with arranging an informal HKCC meeting prior to the May meeting to discuss administration of the HKCC Face Book platforms and pages.

PLANNING

a. To review planning applications and decisions received since March meeting

Members noted no application or decision notifications had been received from FCC as the planning authority since the March meeting. Members further noted residents had contacted the Clerk regarding an appeal against the decision of FCC to refuse planning permission for the retention of a container previously granted temporary consent at 8, Kinnerton Heights. The Clerk advised no notification of the appeal had been received from FCC to date and there was no record of the appeal on the FCC or Welsh Government websites. Members agreed any response to an appeal by HKCC would relate to material planning considerations and that the Clerk would respond to the residents accordingly.

25.008 CHAIR'S REPORT

The Clerk had obtained a quote in the sum of £85.33 from Thomas Fattorini Ltd for a new bar for the Chair's chain for 2024-2025. **IT WAS RESOLVED** to proceed with placing the order.

25.009 REPORTS FROM MEMBERS (to receive information items only relevant to HKCC)

No additional reports from members

25.010 To confirm the date of the next meeting

Members noted the next meeting would be held on Tuesday 20th May 2025 commencing at 18.30.

The meeting was declared closed at 19.50