

**HIGHER KINNERTON COMMUNITY COUNCIL  
MINUTES OF THE REMOTE MEETING HELD VIA MICROSOFT TEAMS  
ON TUESDAY 18<sup>th</sup> FEBRUARY 2025**

**Present:** Cllr. C. Upton, Cllr. M. King, Cllr. F. Turrisi and Cllr. C. Nugent Cllr. J. Swash, Cllr. J. Cooper, Cllr. M. Allport & Cllr. K. Armstrong-Braun and Liz Corner (Clerk).

Prior to commencement of the formal meeting, Cllr. Upton reminded members that in accordance with HKCC's Standing Orders no person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this Standing Order is ignored, the Chair shall request such person(s) to moderate or improve their conduct. If a person disregards the request of the Chair to moderate or improve their conduct, any councillor or the Chair may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion. If such a resolution is ignored, the Chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

**24.095 APOLOGIES FOR ABSENCE / REASON GIVEN**

Apologies for absence received from Cllr. J. Liddle due to personal circumstances. **IT WAS RESOLVED** to approve the absence of Cllr. Liddle.

**24.096 DECLARATIONS OF INTEREST**

No declarations of interest received

**24.097 TO APPROVE THE MINUTES OF THE MEETING HELD 21<sup>st</sup> JANUARY 2025**

**IT WAS RESOLVED** that the minutes of the meeting held on 21<sup>st</sup> January 2025 be approved.

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

The following matters arising from the minutes of the meeting held on 21<sup>st</sup> January 2025 were noted.

**Page 1** - One Voice Wales Digital Health Checks– the Clerk had contacted One Voice Wales to request a remote meeting to proceed with completing the health check to enable One Voice Wales to provide a report with key recommendations for HKCC.

**Page 1** – regarding the consultation papers by the Planning Directorate relating to the preservation of trees and woodlands with the consultation closing 14th February 2025. The Clerk had sent details to members for comments and forwarded the consultation papers again to Cllr. Armstrong-Braun's HKCC email address.

**Page 1 - Speed Survey Update** - As agreed at the January meeting, the Clerk had placed with order for the speed survey to be conducted by Traffic Sense in the three agreed locations during school term time at the agreed cost of £650.00 plus VAT

**Page 1 - Public Services Ombudsman for Wales Consultation on the notification of complaints** –the Clerk had submitted a response on behalf of HKCC to reflect the FCC's Standards Committee response.

**Page 2 - OVW Area Committee Survey** – as agreed at the January meeting the Clerk had responded on behalf of HKCC

**Page 3- Tree Surgery Works** - as agreed at the January meeting, the Clerk had placed an order with Last Branch Tree Surgery to complete the tree surgery works on MRRG and requested that the contractor submit an invoice for payment prior to year end.

**Page 4 - Village Bench & Village Community Library Updates**

Regarding the requirements within HKCC's Financial Regulations relating to placing orders, members noted the Regulations required that where the value is below £5,000 and above £1,000 the Clerk should strive to obtain three estimates which had been compiled with.

**In relation to the village bench** for the corner of Sandy Lane and Bennetts Lane, the Clerk would proceed with placing an order with David Ogilvie Engineering Ltd for the Wildlife Bench Seat and fixings in the sum of £1,493 plus VAT and delivery once installation arrangements had been agreed. FCC had now provided details of approved contractors to install the concrete base and a meeting with the contractor had been arranged.

**In relation to the village community library**, FCC had now agreed the installation arrangements and the Clerk would now proceed with placing an order for an Outdoor Book Library with Edusentials for £719.99 inc VAT and delivery.

**Page 4 - PCSO Update** – the Clerk had responded to the introductory email received from the new PCSO and also contacted Walters Coffee Shop regarding hosting an engagement event.

**Page 5 - New Model Financial Regulations** – as agreed at the January meeting the Clerk would proceed to review the new model regulations and to submit the updated Model Financial Regulations for approval and adoption by HKCC at the March 2025 meeting.

## **24.099 CORRESPONDENCE**

- 1) Email from North Wales Police re quarterly police meetings – members noted the Clerk had contacted the sender to advise no response had been received to HKCC’s request to attend the previous meeting and to further request confirmation of the next meeting date.
- 2) Email from One Voice Wales re Electoral Review Programme 2025 – Consultation on the draft Policy and Practice for Principal Councils which members noted.
- 3) Email received re One Voice Wales and Planning Aid Wales Joint Event on 27<sup>th</sup> March
- 4) Email from One Voice Wales re Annual General Meeting which members noted
- 5) Email from One Voice Wales and Planning Aid Wales re training sessions

## **24.100 ACCOUNTS FOR PAYMENT**

- 1) Microsoft Payment (HKCC On-line business basics service January 2025) - £47.04 - 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 January 2025) - £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 January 2025) - £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 January 2025) - £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> Feb to March 2025) - £29.99 - payment by debit card.
- 6) Solopress (February newsletter production) - £204.87- 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.
- 7) Amazon (dog waste bags) - £87.97 - 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) Information Commissioner’s Office (data protection renewal fee) - £52.00 - payment proposed by Cllr. King and seconded by Cllr. Allport. All agreed. It was agreed that the Clerk as Service Administrator would proceed to facilitate the payment by debit card as required.
- 9) Play Inspection Company (MMRG outdoor gym inspection) - £156.00 - payment proposed by Cllr. King 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.
- 10) Clerk’s salary February 2025 - £1,071.27- payable by bank transfer as resolved at the June 2024 meeting

**IT WAS RESOLVED** to approve the Accounts for Payment and agreed to proceed with any payments required prior to the March meeting in accordance with HKCC’s Scheme of Delegation subject to reporting any such payments at the March meeting.

## **24.101 TO RECEIVE REPORTS IN RELATION TO:**

### **COMMUNITY**

#### **a. Streetscene Update**

Members noted there were no updates as FCC had not responded to the Chair’s email raising several Streetscene issues a copy of which had been circulated with the January meeting agenda papers. Furthermore, no response had been received to the Clerk’s further request for a meeting with the Street Scene representative. Cllr. Allport agreed to escalate the matter as the local FCC member for the village.

#### **b. Annual Community Meeting – arrangements and date**

Members noted it had been agreed at the January meeting to proceed with hosting the annual community meeting on 28<sup>th</sup> March in the village hall. The Clerk had contacted the volunteering and community groups to request expressions of interest in attending the event with the March newsletter to include details of the arrangements. The Clerk advised £250.00 from earmarked reserves had been included in the 2024-2025 budget for the evening. Members agreed to also invite the tenants of the Swan Inn and the Royal Oak to attend.

**c. Old Railway Embankment – hazardous trees update**

Cllr. King advised that following the recent storms, some of the mature trees at the top end of the bridlepath had been leaning over the path. Following close liaison between HKCC and the Streetscene, the Streetscene team had removed the trees and made the path safe and cleared a smaller tree which had been causing an obstruction.

**d. Allotment Supply Update**

Hafren Dyfrdwy were proceeding to install a new meter and to re-issue a corrected invoice once the new meter had been installed. The Clerk had contacted the allotment holders regarding proposed arrangements for water supply checks and regular meter readings.

**e. Main Road Recreation Ground Play Inspection Report**

Members noted the contents of the report received from the Play Inspection Company following the inspection of the outdoor gym. Regarding the loose bolts which had de-stabilised an item of equipment, the bolts had now been tightened and the Clerk would proceed to replace any missing or damaged bolt covers as required. The Clerk confirmed following the annual forensic inspection by the Play Inspection Company, routine inspections would continue to be undertaken by HKCC

**f. Village Day 2025 update**

Members noted the 2025-2026 budget included £1000.00 from earmarked reserves for Village Day. The Clerk summarised bookings to date, plans and proposed expenditure. Members agreed the Clerk should approach the Swan Inn and the Royal Oak regarding the possibility of hosting a bar on village day

**g. Main Road Recreation Ground Maintenance Contract 2025-2026**

Members noted Forest Ltd had provided a quotation in the sum of £1,816 plus VAT for Main Road Recreation Ground maintenance in 2025 – 2026 as compared to the contract price for 2024-2025 of £1,713 plus VAT. Regarding the requirements within HKCC's Financial Regulations relating to placing orders, the Clerk advised the Regulations required that where the value is below £5,000 and above £1,000 the Clerk should strive to obtain three estimates. Members noted the Clerk had been advised by Last Branch Tree Surgery that they would not be able to provide a similar competitive quote. **IT WAS RESOLVED** to approve the quotation for Main Road Recreation Ground maintenance in 2024-2025 from Forest Limited in the sum of £1,816 plus VAT subject to the Clerk confirming the cost included 14 visits per annum and included hedge cutting. Members noted there may be additional charges for village day preparations.

**COMMERCE /GOVERNANCE**

**a. To receive 2024-2025 Budget Updates and Monitoring Reports**

Following a review of the detailed budget monitoring reports which included an analysis of payments under S137 Local Government Act 1972 and earmarked reserves, members agreed the budget was robust and remained effectively monitored and managed. **IT WAS RESOLVED** that the budget updates for 2024-2025 from 1st April to 15th February 2025 be received noted and agreed.

**b. To receive the bank reconciliation**

**IT WAS RESOLVED** the bank reconciliation for period ending 15th February 2025 be noted and agreed.

**c. Training – update and bookings**

Members noted the Cllr. King wished to attend Chaining Skills training at a cost of £40.00 and the Clerk wished to attend Finance and Governance Toolkit training at a cost of £40.00, Planning Policy for Beginners at a cost of £10.00, the Planning Aid Wales Network free event and the Joint One Voice Wales & Planning Aid Wales "Understanding the Planning System" event at a cost of £50.00. The Clerk confirmed the remaining training budget for 2024-2025 was sufficient to cover the proposed expenditure. **IT WAS RESOLVED** to approve the proposed training and that the Clerk would proceed with booking the training events and courses.

**d. Agenda Items - proforma for Councillors to add items to the agenda**

Members noted HKCC's Standing Orders requirements in relation to items being included on meeting agendas and agreed in most cases it would be evident a proposed item complied with the requirements as set out in the Standing Orders. However, in cases where further clarification was required, members agreed it would be good practice to request additional information via the completion of a pro-forma to be completed by members and submitted to the Clerk. Members agreed that the Clerk as Proper Officer should be given discretion to request additional information if required prior to any decision being taken regarding requests to include items on the agenda for Council meetings. **IT WAS RESOLVED** to approve the draft proforma as circulated with the agenda papers and to allow the Clerk to use the proforma as required subject to discussion with the Chair or Vice Chair as appropriate.

Cllr. Cooper left the meeting at 7.15 p.m.

#### **COMMUNICATION – Newsletter, Website and Facebook Updates**

Cllr. King advised the usual website updates had been completed and the business directory had been updated. Following a robust discussion, **IT WAS RESOLVED** that newsletter editors should have the discretion to produce a four-page village newsletter if necessary due to lack of content for an 8-page newsletter subject to advance notification to HKCC members via email. Cllr. Swash agreed to ask the new tenants of the Swan Inn if they wished to include an article in the village newsletter.

#### **PLANNING**

Members noted no application or decision notifications had been received from FCC as the planning authority.

##### **a. To review planning applications and decisions received since January meeting**

Members noted no application or decision notifications had been received from FCC as the planning authority and the decision regarding the recent application for the retention of a container previously granted temporary consent at 8, Kinnerton Heights was pending a decision by FCC.

##### **b. To consider FCC's consultation regarding draft Supplementary Planning**

Members noted some Town and Community Councils, including HKCC, had not received notification of the consultation on the draft Supplementary Planning Guidance (SPG) relating to Space Around Dwellings, Retention of Local Facilities and Affordable Housing. Consultation on the three SPGs had been reopened by FCC for those Town and Community Councils who did not receive the notification until 21 March 2025. Members agreed to review the draft SPG's and submit comments to the Clerk by 7th March for review at the March meeting.

#### **24.102 CHAIR'S REPORT**

The Chair extended thanks to the village volunteer group who had now planted all remaining bulbs from the 1000 bulbs received from FCC in October 2024.

#### **24.103 REPORTS FROM MEMBERS** (to receive information items only relevant to HKCC)

Cllr. Turrisi noted there had been several comments from residents in relation to the absence of any update from FCC regarding the replacement dog bin in the vicinity of Kinnerton Meadows. Cllr. Allport agreed to refer the matter again to FCC when escalating the issue in relation to Streetscene matters generally. No further reports from members.

#### **24.104 To confirm the date of the next meeting**

Members noted the next meeting would be held on Tuesday 18th March 2025 commencing at 18.30.

The meeting was declared closed at 19.30