

**HIGHER KINNERTON COMMUNITY COUNCIL
MINUTES OF THE REMOTE ANNUAL MEETING HELD VIA MICROSOFT TEAMS
ON TUESDAY 27TH MAY 2025 COMMENCING AT 6.30 P.M**

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

In Attendance: Glenys Roston, village resident

25.011 ELECTION OF CHAIR - and arrangements for receiving Declaration of Acceptance of Office
Cllr. King proposed as Chair by Cllr. Upton and seconded by Cllr. Nugent. On being put to the vote, **IT WAS RESOLVED** that Cllr. King be duly elected as Chair. **IT WAS RESOLVED** that Cllr. King would sign the declaration of acceptance of office in the presence of the Clerk as soon as possible and before the next full Council meeting.

25.012 ELECTION OF VICE-CHAIR – and arrangements for receiving Declaration of Acceptance of Office
Cllr. Upton proposed as Vice Chair by Cllr. King and seconded by Cllr. Nugent. On being put to the vote **IT WAS RESOLVED** that Cllr. Upton be duly elected as Vice Chair. **IT WAS RESOLVED** that Cllr. Upton would sign the declaration of acceptance of office in the presence of the Clerk as soon as possible and before the next full Council meeting.

25.013 APOLOGIES FOR ABSENCE / REASON GIVEN

Apologies for absence received from Cllr. Turrisi and Cllr. Allport due to alternative commitments and Cllr. Swash for personal reasons. **IT WAS RESOLVED** to approve the absence of Cllr. Allport, Cllr. Turrisi and Cllr. Swash.

25.014 DECLARATIONS OF INTEREST

None received

25.015 TO APPROVE THE MINUTES OF THE MEETING HELD ON 15TH APRIL 2025

IT WAS RESOLVED that the minutes of the meeting held on 15th April 2025 be approved.

25.016 UPDATES FROM THE MINUTES OF THE MEETING ON 15TH APRIL 2025

The following matters arising from the minutes of the meeting held on 15th April 2025 were noted.

Page 1- Tree Surgery Works – the contractor had now completed the works on Main Road Recreation Ground.

Page 1 - Letter re Match Funding Scheme Improvements to Children’s Play Areas 2025/26

The Clerk had contacted Gwella to verify if S106 monies could be used to replace the small goal nets on MRRG and awaited a response.

Page 2 – Accounts for Payment

Regarding the mandated payment to members in accordance with the Independent Remuneration Panel for Wales Report 2025-2026, it was agreed, in the absence of confirmation of bank details from Cllr. Armstrong-Braun, the Clerk would proceed to process the mandated payment in the sum of £208.00 to Cllr. Armstrong-Braun via cheque.

Page 3 - Traffic Survey update

Members noted it had been agreed at the April meeting that the Clerk, Cllr. Upton and Cllr. King would draft a submission for approval by members and to send the approved submission to FCC, Go Safe and include a summary in the village newsletter. Having now had the opportunity to review the draft analysis prepared by Cllr. Upton and comments received from members via email, an informal meeting had been scheduled for 6th June to enable the Clerk, the Chair and Vice Chair to finalise the submission for members approval. Members noted several residents had expressed an interest in the survey results and further noted the need for HKCC to provide a concise narrative and an analysis of the results to be shared with residents via the newsletter.

The Clerk advised Cllr. Allport had contacted FCC regarding replacement Vehicle Activated Signs (VAS) and been advised the purchase and installation process was currently going through the procurement process. When this has been completed, the VAS signs would start to be erected throughout the County.

Page 4 - Plants for village planters

Members noted and agreed Cllr. Allport would proceed with purchasing plants and, if necessary, compost for the village planters.

Page 4 - Village Bench Update

The Clerk had contacted FCC regarding the licence to confirm permission to install an access path and concrete base and awaited a response.

25.017 MEMBERS CODE OF CONDUCT

IT WAS RESOLVED that members would adhere to the Code of Conduct in all respects.

25.018 TO REVIEW & ADOPT THE COUNCIL'S STANDING ORDERS

IT WAS RESOLVED to adopt of the Council's Standing Orders for 2025-2026.

25.019 TO REVIEW & ADOPT THE COUNCIL'S FINANCIAL REGULATIONS

The Clerk summarised the amendments to the model Financial Regulations issued by One Voice Wales. **IT WAS RESOLVED** to adopt the Council's updated Financial Regulations for 2025-2026

25.020 TO REVIEW & APPROVE THE COUNCIL'S INSURANCE POLICY

Following a report from the Clerk regarding the renewal invitation and policy summary, members noted the policy had been adjusted following acquisition of the outdoor community library. **IT WAS RESOLVED** to approve the Council's insurance policy for 2025-2026 and to enter into the 3-year long term agreement with the insurer.

25.021 TO REVIEW & ADOPT THE COUNCIL'S FINANCIAL RESERVES POLICY

IT WAS RESOLVED to adopt the Council's Financial Reserves Policy for 2025-2026

25.022 CORRESPONDENCE

- 1) Invitation to a community ceremony to celebrate the newly developed Theatr Clwyd on Saturday 5th July. Members agreed to extend the invitation to Cllr. Allport as the local member for the village and as HKCC's representative.
- 2) Email from FCC and questionnaire re a deferred community review with a response date of 6th June. Members noted HKCC had responded in 2023 and agreed no additional response was required.
- 3) Email received from a resident regarding email communications and with a suggestion to include a standard email response to all communications advising of a timescale for providing a substantive response. Cllr. King considered the proposal would be good practice and that HKCC should investigate the process of setting up a standard email response. Members noted such a response would only be appropriate if communications were sent to an official HKCC email address and further noted it would not be necessary for a response to be sent to all emails such as information only emails and HKCC should have discretion to decide if an email requires a response to ensure an efficient use of time in managing the large volume of emails received. The Clerk advised that she worked variable hours on a part time basis although aimed to respond promptly as required to the large volume of communications received. It was agreed HKCC would proceed to investigate the process of setting up a standard email response.

25.023 TO REVIEW AND APPROVE THE COUNCIL'S MODEL PUBLICATION SCHEME, MODEL LOCAL RESOLUTION PROTOCOL, ELECTRONIC COMMUNICATIONS & ACCEPTABLE USE POLICY, COMPLAINTS POLICY, DIGNITY AT WORK (BULLYING & HARASSMENT) POLICY, VEXATIOUS COMPLAINTS POLICY, EQUALITIES POLICY AND PRIVACY POLICY

IT WAS RESOLVED to approve Council's Model Publication Scheme, Model Local Resolution Protocol, Electronic Communications & Acceptable Use Policy, Complaints Policy, Dignity at Work (Bullying & Harassment) Policy, Vexatious Complaints Policy, Equalities Policy and Privacy Policy and noted the Clerk would ensure the documents were marked accordingly to confirm the date of review and approval.

25.024 ACCOUNTS FOR PAYMENT

- 1) Microsoft Payment (HKCC On-line business basics service April 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.
- 2) Microsoft Payment (HKCC On-line business standard service April 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.

- 3) Microsoft Payment (HKCC On-line audio service May 2025) - £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.
- 4) Microsoft Payment (HKCC On-line office 365 service May 2025) - £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.
- 5) Stablepoint Ltd (website hosting) - £29.99 - payment proposed by Cllr. King and seconded by Cllr. Upton - payment by debit card.
- 6) Solopress (May 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) Solopress (June newsletter production) - £101.22- 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) Solopress (Flyer for Scouts re bedding plants) - £41.42- 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) 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.
- 10) Flintshire County Council (MMRG annual rent) - £275.00 - payment proposed by Cllr. King and seconded by Cllr. Upton. All agreed. It was agreed that the Clerk as Service Administrator would proceed to facilitate the payment by internet banking transfer.
- 11) Forest Ltd (MMRG April grounds maintenance) - £181.60 - payment proposed by Cllr. King and seconded by Cllr. Upton. All agreed. It was agreed that the Clerk as Service Administrator would proceed to facilitate the payment by internet banking transfer.
- 12) Traffic Sense Ltd (Traffic Survey) - £780.00 - payment proposed by Cllr. King and seconded by Cllr. Upton. All agreed. It was agreed that the Clerk as Service Administrator would proceed to facilitate the payment by internet banking transfer.
- 13) MiJan Ltd (Easy PC Accounts Package Fee 2025-2026) - £108.00 - payment proposed by Cllr. King and seconded by Cllr. Upton. All agreed. It was agreed that the Clerk as Service Administrator would proceed to facilitate the payment by internet banking transfer.
- 14) Gallagher Insurance (insurance 2025-2026) - £807.93 - payment proposed by Cllr. King and seconded by Cllr. Upton. All agreed. It was agreed that the Clerk as Service Administrator would proceed to facilitate the payment by internet banking transfer.
- 15) Clerk's salary May 2025 - payment proposed by Cllr. King and seconded by Cllr. Upton. All agreed. payable by bank transfer (as resolved at the June 2024 meeting).

IT WAS RESOLVED to approve the Accounts for Payment listed on the May 2025 payment schedule and further agreed to proceed with any payments required prior to the June meeting in accordance with HKCC's Scheme of Delegation subject to reporting any such payments at the June meeting.

25.025 TO RECEIVE REPORTS IN RELATION TO:

COMMUNITY

a. Streetscene and PROW Update

Members noted no further updates had been received from the Streetscene representative since the last meeting. It was agreed the Clerk would contact the Streetscene representative to request a further site meeting to discuss the ongoing and outstanding matters. Cllr. Upton had met with an FCC Public Rights of Way Officer to review several PROW issues including persistent flooding in an area of the footpath to the rear of Park Avenue which FCC agreed to investigate. FCC further agreed to contact the farmer regarding issues with the obstruction of two footpaths by crops along footpaths running across fields in the vicinity of Bramley Lane. Regarding the installation of a drainage pipe from a private property on to the adjoining footpath between Deans Way and Sandy Lane, members noted the pipe had been installed to drain surface water runoff from the roof of the property and that no remedial action in relation to the footpath would be necessary unless the footpath became flooded which FCC had agreed to keep under review. In relation to the obstruction by bricks and brambles on the pavement outside the same property on Sandy Lane, members noted that whilst no update had been received regarding action taken by FCC, the brambles had been cut back although the bricks remained in situ. In relation to the replacement dog bin at the Lesters Lane end to the footpath behind the Kinnerton Meadows estate, members noted it had been agreed the Clerk would assist Cllr. Allport, as the local member for the village, with writing to FCC regarding the matter as it was not a matter HKCC could resolve. Members noted that communications had been received from a resident regarding placement of the dog bin in Park Avenue which the Clerk agreed to discuss with Cllr. Allport.

b. Allotment Update

In relation to the issues including meter readings, management of the vacant half plot and the presence of an invasive plant within the allotments, members noted the allotment holders had set up a group to take regular meter readings as required and the Clerk had requested a quote from the existing allotment maintenance contractor for removal and suppression of the weeds and other vegetation on the vacant plot. Cllr. Cooper agreed to liaise with the allotment holders regarding the possibility of placing paving stones over the vacant plot which could provide a base for an additional storage facility or pots for pollinator plants. Following a discussion regarding the presence of the invasive Mares Tail, it was agreed the Clerk would request a quote from the existing allotment maintenance contractor for its removal and inform FCC as the freehold owner of the allotments and the adjoining Park Avenue Play Area.

c. Village Day Update

The Clerk confirmed the 2025-2026 budget included £2,000 in earmarked reserves for Village Day and provided members with an update regarding the arrangements and bookings to date. Following a robust discussion, members agreed to proceed with booking Alwood Donkeys to provide donkey rides and, subject to confirmation of appropriate DBS checks, to proceed with booking a mascot for children's entertainment throughout the day.

COMMERCE /GOVERNANCE

a. Approval of Accounts for 2024/2025

Following a robust review, **IT WAS RESOLVED** to approve the end of year accounts and bank reconciliation for 2024-2025. It was agreed the Clerk would arrange for the Chair to sign and date the requisite records as required prior to submitting the records to the internal auditor. The Clerk advised the accounting statements and Annual Governance Statement within the Annual Return would be submitted for internal audit prior to presenting the Annual Return for approval by full Council at the June meeting.

b. To receive the 2024-2025 year-end bank reconciliation & budget monitoring reports

Following a review of the detailed budget monitoring reports and financial overview reports for 2024- 2025 members agreed the budget for 2024-2025 was robust and had been monitored and managed effectively and the S137 Local Government Act 1972 expenditure analysis and expenditure in relation to earmarked reserves had been accurately and robustly monitored and reported. The bank reconciliation was accepted and noted. **IT WAS FURTHER RESOLVED** the bank reconciliation for period ending 30th April 2025 be noted and agreed.

c. Council's Annual Report for 2024-2025 – approval and publication requirements

The Clerk advised that in accordance with Section 52 of Local Government and Elections (Wales) Act 2021 community and town councils had a duty to prepare and publish a report about HKCC's priorities, activities and achievements over the previous year as soon as reasonably practicable after the end of each financial year. Members noted and agreed HKCC's Annual Report for 2024-2025 would be included on the agenda for the June meeting and once approved would be published on HKCC's website and replace the existing annual report.

d. Confirmation of Council meeting dates for 2025-2026

Members noted and agreed that HKCC would continue to hold ordinary meetings on the third Tuesday of the month and further noted that meeting dates may be changed with the consent of the Chair in extenuating circumstances. It was agreed to publish a notice of meeting dates on HKCC's website. Members noted it had been agreed at the April meeting that for reasons related to the internal audit dates, the June meeting would be held on Thursday 26th June.

e. Councillor Co-option Process

Following the resignation of Cllr. Little, the Clerk confirmed the vacancy had been advertised as required and FCC had confirmed no election had been requested. Therefore, it was now necessary to seek to co-opt a member to fill the vacancy as soon as practicable. Members noted prospective candidates would have to write to the Clerk expressing their interests in the vacancy and candidates would have to fulfill the statutory criteria to be considered. Members agreed to include an article in the July newsletter inviting expressions of interest and thereafter to seek to co-opt a new member at the next full Council meeting subject to firm expressions of interest having been received.

COMMUNICATION

a. Newsletter and Website Updates

Members noted the May newsletter had been distributed later than anticipated and as a consequence the Clerk had liaised with Kinnerton Scouts and the Chair and Vice Chair to agree and arrange for HKCC to place an order for updated newsletter flyers for the Scouts bedding plant orders. Members further noted the Clerk would be undertaking training to provide support with producing the newsletter whilst noting the Clerk would have to ensure all other duties and responsibilities were not compromised. Members noted there would be a collaborative approach to producing the July newsletter. Members noted Cllr. King and the Clerk had arranged a meeting to review and update the HKCC website.

b. Facebook Updates

Members noted Cllr. King, Cllr. Upton and the Clerk would proceed with arranging an informal HKCC meeting to discuss administration of the HKCC Face Book platforms and pages.

PLANNING

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

➤ Planning Ref: FUL/001041/24

Appeal Reference Number: CAS-04129-K8G3S9

Proposal: Retention of 1no container previously granted temporary consent

Location: 8, Kinnerton Heights, Higher Kinnerton, Chester, CH4 9EH

Appeal Start Date: 21-May-2025

Members noted as this appeal was a Householder Appeal, there was no opportunity for HKCC to submit additional comments and further noted FCC had forwarded HKCC's original representations and comments on the application to Planning and Environment Decisions Wales and the appellant. HKCC's response would be considered by the Planning Inspector when determining the appeal. The Clerk agreed to confirm the position with residents of neighbouring properties who had requested guidance from HKCC regarding the appeal process.

➤ Planning Application Consultation - Ref No: Ful/000436/25

Proposal: Proposed Replacement Of Existing Conservatory

With Rear Single Storey Extension. Alterations To Rear Elevation External Windows.

Location: 12, White Gables, Cannon Way, Higher Kinnerton,

Members had no comments or objections regarding the application.

25.026 CHAIR'S REPORT

Cllr. King extended thanks for the support from members and meeting participants during his inaugural meeting as Chair of HKCC.

25.027 REPORTS FROM MEMBERS

No additional reports from members

25.028 To confirm the date of the next meeting

Members agreed the June meeting would be held on Thursday 26th June. The meeting concluded at 19.45