

**HIGHER KINNERTON COMMUNITY COUNCIL
MINUTES OF THE REMOTE MEETING HELD VIA MICROSOFT TEAMS
ON THURSDAY 26th JUNE 2025 COMMENCING AT 6.30 P.M.**

PRESENT: Cllr. M. King, Cllr. C. Upton, Cllr. M. Allport, Cllr. F. Turrisi, Cllr. K. Armstrong-Braun, Liz, Corner (Clerk). In attendance: Cllr. C. Gee (Chair of Broughton and Bretton Community Council and village resident)

25.029 APOLOGIES FOR ABSENCE / REASON GIVEN

Apologies for absence received from Cllr. J. Cooper due to alternative commitments. **IT WAS RESOLVED** to approve the absence of Cllr. Cooper. Members noted Cllr. C. Nugent would be joining the meeting as soon as possible following the start of the meeting.

25.030 DECLARATIONS OF INTEREST

- Cllr. M. Allport - Accounts for Payment – reimbursement of expenses – declared a personal interest.
- Cllr. M. Allport – Appeals – proposed donation to All. Saints Church – declared a personal & prejudicial interest.
- Cllr. J. Swash – Appeals – proposed donations to the Village Hall – declared a personal & prejudicial interest.
- Cllr. F. Turrisi - Appeals – proposed donation to Kinnerton Baby and Toddler Group – declared a personal & prejudicial interest.

25.031 TO APPROVE THE MINUTES OF MEETING HELD ON 27th MAY 2025

IT WAS RESOLVED that the minutes of the meeting held on 27th May 2025 be approved.

25.032 UPDATES FROM THE MINUTES OF THE PREVIOUS MEETING

The following matters arising from the minutes of the meeting held on 27th May 2025 were noted for information:

- **Page 1 - Traffic Survey update** – members noted a comprehensive analysis and report would be published in July newsletter and on Face Book and would also be sent to FCC and Go-Safe. Cllr. Allport advised as the local member he had received no further update from FCC regarding the replacement VAS signs and agreed to chase FCC.
- **Page 2 - Correspondence** – regarding HKCC email communications and the suggestion from a village resident to include a standard email response to all communications advising of a timescale for providing a substantive response to emails, upon further investigation by Cllr. King it had become evident that setting up automated responses was not a standard option compatible with HKCC's Microsoft account with additional licences being cost prohibitive. As the official officer of HKCC, the Clerk would ensure out of office responses were set up as required in relation to emails received by the Clerk and members noted the generic email addresses for HKCC ensured the Clerk and designated members including the Chair received emails sent to the relevant addresses.
- **Page 4 – Allotment Update-** a water meter reading from the allotment group had been requested by Clerk but not to date received. Regarding management of the vacant half plot and the presence of the invasive plant, Mares Tail, within the allotments, 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 but not to date been received. Cllr. Cooper had 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 although no update had been received. FCC had been informed of the presence of Mares Tail and a site meeting with FCC had been arranged.

25.033 CORRESPONDENCE

- 1) Email from OVW/Senedd re Consolidation of Planning Law in Wales - Publication of Draft Planning (Wales) Bill which members noted.
- 2) Email from Go Safe re deployment of Roadside Engagement Team to Kinnerton Lane – it was agreed the Clerk would provide a copy of the traffic survey to Go-Safe and request details of a named contact within Go-Safe.
- 3) Invitation to FCC Civic Service – 14th September 2025 which members noted.
- 4) Emails from FCC re S106 monies and replacement of wet pour safety surfaces at Park Avenue play area. Members noted a site meeting had been arranged and an update would be provided at the July meeting.

- 5) Email from OVW re attendance at Area Committee meetings – members noted OVW had raised concerns about the variable levels of attendance at Area Committee meetings throughout Wales. Members noted the Clerk and the Chair had limited capacity to attend the meetings which generally coincided with preparation for or attendance at HKCC meetings. Cllr. King requested other members to consider attending on behalf of HKCC if possible and the Clerk agreed to forward invitations to Area Committee meetings to HKCC members via their designated HKCC email address.

25.034 ACCOUNTS FOR PAYMENT

- 1) Microsoft Payment (HKCC On-line business basics service June 2025) - £38.69 - 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 June 2025) - £41.40- 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 June 2025) - £2.42- 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 June 2025) - £9.71 - 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 June to July 2025) - £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) 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.
- 7) Solopress (July newsletter production) - £293.78- 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 (village day flyers and posters) - £58.30- 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) Cllr. Allport (reimbursement for bedding plants for village) – £165.00 - payment proposed by Cllr. Swash and seconded by Cllr. King. 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.
- 10) Volunteer group member – Ian Fleming (reimbursement for planter refurbishment suppliers) – £56.52 - payment proposed by Cllr. Swash and seconded by Cllr. King. 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 May grounds maintenance) - £181.60 - payment proposed by Cllr. Swash and seconded by Cllr. King. All agreed. It was agreed that the Clerk as Service Administrator would proceed to facilitate the payment by internet banking transfer.
- 12) HMRC (PAYE and N.I contribution Quarter 1 tax year 2025-2026) - £560.94 – payment proposed by Cllr. Swash and seconded by Cllr. King. All agreed. It was agreed that the Clerk as Service Administrator would proceed to facilitate the payment by internet banking transfer.
- 13) Clerk's salary June 2025 - payment proposed by Cllr. Swash and seconded by Cllr. King. 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 June 2025 payment schedule and further agreed to proceed with any payments required prior to the July meeting in accordance with HKCC's Scheme of Delegation subject to reporting any such payments at the July meeting.

25.035 APPEALS

- 1) Higher Kinnerton Village Hall Committee – Cllr. Swash had declared an interest and left the meeting during the debate regarding the proposed payment. **IT WAS RESOLVED** to donate £2000.00 to Higher Kinnerton Village Hall Committee in accordance with application received and in accordance with HKCC's 2025-2026 budget. It was agreed that the Clerk as Service Administrator would proceed to facilitate the payment by internet banking transfer.

- 2) Higher Kinnerton Village Hall Committee – Cllr. Swash had declared an interest and had left the meeting during the debate regarding the proposed payment. **IT WAS RESOLVED** to donate £1000.00 to Higher Kinnerton Village Hall Committee towards the cost of the solar panel project in accordance with application received and in accordance with HKCC's 2025-2026 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
- 3) All Saints Church –Cllr. Allport had declared an interest and left the meeting during the debate regarding the proposed payment. **IT WAS RESOLVED** to donate £2000.00 to All Saints Church in accordance with application received and in accordance with HKCC's 2025-2026 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.
- 4) 1st Kinnerton Scouts Group – **IT WAS RESOLVED** to donate £800.00 to 1st Kinnerton Scouts in accordance with HKCC's 2025-2026 budget. It was agreed that the Clerk as Service Administrator would proceed to facilitate the payment by internet banking transfer. Members noted the payment to Solopress in the sum of £41.42 in May 2025 for the Scouts bedding plant order forms had been incurred in accordance with HKCC's 2024-2025 budget for grants and donations in relation to appeals.
- 5) Kinnerton Baby and Toddler Group – Cllr. Turrisi had declared an interest and left the meeting during the debate regarding the proposed payment. **IT WAS RESOLVED** to donate £200.00 to Kinnerton Baby and Toddler Group. It was agreed that the Clerk as Service Administrator would proceed to facilitate the payment by internet banking transfer. Cllr. Turrisi re-joined the meeting.
- 6) Nightingale House Hospice - Following a discussion, **IT WAS RESOLVED** to donate £100.00 to Nightingale House Hospice following receipt of a request for support. It was agreed that the Clerk as Service Administrator would proceed to facilitate the payment by internet banking transfer.

25.036 TO RECEIVE REPORTS IN RELATION TO:

COMMUNITY

a. Village Day Update

Members noted the 2025-2026 budget included £2,000 in earmarked reserves for Village Day. The Clerk provided members with an update regarding the arrangements and bookings to date. Members noted and agreed items for All Saints Church art and craft stall would cost approximately £75.00 to be purchased by HKCC and the cost recouped via a £3.00 charge for each craft item on the day. The Clerk further advised a quote in the sum of £163.80 had been provided for first aid cover by St. John Ambulance, a quote in the sum of £170.00 plus VAT had been obtained for chemical toilet hire, in the sum of £286 plus a £161 refundable deposit to hire a generator and fuel and delivery and in the sum of £140.00 for a badge making/hook a duck stall. Members noted HKCC would be purchase the supplies required to enable 1st Kinnerton Scouts to host the village day barbecue the cost would be recouped from the proceeds.

IT WAS RESOLVED the Clerk should proceed to place any necessary orders and make any required payments relating to Village Day prior to the next meeting subject to reporting any proposed expenditure to the Chair in accordance with HKCC's Scheme of Delegation and further reporting any such payments to the full Council at the July meeting.

Cllr. Armstrong Braun left the meeting at 19.15.

b. Dragon Sports update

The Clerk confirmed arrangements had been made with Dragon Sports for bookings and advertising the 2025 summer camp in the village newsletter and on Facebook. Members noted the sessions would commence on 21st July and the booking system would be opened on 14th July.

c. Streetscene Update

Cllr. King provided an update from a village walkabout with the FCC Streetscene representative on 1st June during which an extensive list of issues was discussed. FCC resources were limited and as such many of the problems highlighted by HKCC would be noted but it would be unlikely that any remedial action would be taken unless the matter became more serious. Cllr. King summarised their discussion regarding various issues as follows:

- Speed Cushions - FCC were aware of the issue with the bolts and will commission a team to inspect the cushions for protruding and missing bolts with a view to undertaking repairs where required.
- Drainage of Main Road/Bennetts/Park Avenue - an initial survey at the start of the year revealed further issues and FCC had arranged for a more detailed inspection and to effect repairs, starting with Bennetts Lane and working up the village. Once the drainage repairs on Bennetts Lane had been completed, repairs to the road surface would be carried out.

- Drainage on Park Avenue footpath to Bramley Lane – the details had been passed on to FCC’s Rights of Way team to investigate.
- Hedges overhanging the footway in various parts of the village – the issues were noted and FCC would aim to get the worst areas cut back as soon as possible.
- Sandy Lane bungalow - FCC were unaware of recent works including digging a trench in the pavement across the drive the details of which would now be raised internally with FCC.
- In relation to litter bins, the team had noticed that since the change in the black bin collection regime the litter bins were now being filled more quickly, including with commercial refuse, as people are using the litter bins as the black refuse bins are emptied less often.
- VAS signage/20 mph issues – with the VAS sign due for replacement by FCC soon, any request to relocate the sign should be raised by HKCC with FCC noting that the combination of speed cushions and 20mph limit had an effect of slowing vehicles in the centre of the village but vehicle speeds increased on Kinnerton Lane and at the top of Main Road as demonstrated by the recent traffic survey.
- Weed killing - FCC were aware of various locations where gutter and pavement weeds were a problem with FCC considering the best environmentally friendly weed control products to use.
- Drainage issue on the embankment corner on The Green- a blocked gully drain had been identified and the road surface was deteriorating with both matters to be raised internally within FCC.
- The junction of the Green and Sandy Lane has been scheduled for pothole/surface repair. Grass verges in the lanes round the village were scheduled to be cut in July (once per year)
- On Kinnerton Lane, the recent further repair works to an on-going leak in the road appeared to have been successful and would be monitored by FCC.
- In relation to the Kinnerton Meadows Estate and the adoption of roads and street lighting, following a recent inspection of outstanding items, the infrastructure that met adoptable standards would be adopted by FCC in the near future. Much of the estate would remain under the care of the Management Company.
- Bollards were scheduled for installation in front of All Saints Church Lych Gate to include two fixed posts set in the grass and a central drop-down bollard in the entrance walkway.
- A member of the Streetscene team had been scheduled to work on Village Day 9th August and would collect the bins at the end of the day.
- The resurfacing of the footway opposite the school, inspection and repair of the footways along Meadow Croft and the Bramley Lane dip were discussed but the position was such that any remedial work would not be carried out unless a particular issue became more serious.

d. Village Planter update

Members noted the volunteer group have refurbished the planters within Bennetts Lane corner as a temporary measure and the Clerk would arrange to include photos in August newsletter. The volunteer group have provided an estimate of £400.00 to replace the planters which they have advised could be undertaken in April next year in time for planting. The 2025-26 budget included £100.00 for the planter refurbishment and it would be possible to vire monies from underspend towards the end of the financial year to progress the project. It was agreed to review the position at the December meeting to coincide with budget monitoring and budget preparation for 2026-27. Members of HKCC extended thanks to the Volunteer Group.

e. Village Bench update

Members noted the HKCC budget for 2024-25 had included £450.00 in reserves for the Heritage Trail and £1500.00 in reserves for village improvements & asset maintenance costs (with the only expenditure being £19.00 against the heritage trail) and further noted it had been resolved at the January 2025 meeting to 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 with FCC. FCC had now confirmed the licence permitted installation of the bench, access path, concrete base and path. The budget for 2025-26 included £2000.00 for village improvements & asset maintenance costs of which £1000 had been earmarked for the £1000.00 contribution to solar panel project. The anticipated spend on the bench project in 24/25 had not been possible due to licence query delays by FCC therefore the forecast spend to 31.03.25 in relation to village improvements and asset maintenance cost was significantly lower and could be rolled forward if members so agreed. Members noted that two quotes for installation of the path and base for the bench had been received in the sum of £4850.00 from JR Roberts Slurry Sealing Limited and £1450 plus VAT from Tree Tops Plant Hire. **IT WAS RESOLVED** to approve the quote of £1450 plus VAT from Tree Tops Plant Hire and to proceed with placing and order for installation and purchase of the bench as soon as practicable.

COMMERCE /GOVERNANCE

a. 2024- 2025 Internal audit report – to receive the report and consider any issues arising

The Clerk had circulated a copy of the internal audit report for 2024-25 previously with the agenda papers. **IT WAS RESOLVED** to receive the report and to note the internal auditor had concluded that HKCC's system of internal controls were in place, adequate for the purpose intended and effective, that no internal control issues had been identified and HKCC had maintained a robust set of books and records for the financial year ending 31.03.25 subject to the recommendation that the Chair should be copied into the email from the Clerk notifying the annual officer pay rise information to the payroll agent. Members noted the Clerk had provided to the internal auditor the 2024-25 salary proposal as agreed by full HKCC Council and duly signed by the Chair and Vice Chair together with the signed salary schedule and further noted the recommendation had been made to all Town and Community Councils with a payroll agent.

b. Review and Approve the Annual Return for year ending 31.03.25

The Clerk as Responsible Financial Officer had certified the Annual Return for year ending 31st March 2025 as required prior to presentation to HKCC for approval. As a matter of due diligence, the Clerk read out the Annual Governance Statement and members duly considered the Annual Return. Members noted that in relation to the Annual Governance Statement, HKCC had not resolved to adopt the General Power of Competence as set out in Local Government and Elections (Wales) Act 2021. **IT WAS RESOLVED** to approve the Accounting Statements and Annual Governance Statement within the Annual Return for 2024-2025. **IT WAS FURTHER RESOLVED** that Cllr. King 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. King to sign and date the Annual Return to record the date it had been approved.

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 7th July as requested by the external auditor although noted a short extension of time would be requested if necessary. In accordance with audit arrangements for full audits to be conducted triennially, members noted HKCC would be receiving a basic audit in 2024-2025 as opposed to the full audit to be conducted in 2025-2026. Members further noted the audit notice confirming arrangements for inspection of the HKCC's accounts for 2024-2025 had been duly displayed on the village noticeboard and HKCC's website in accordance the instructions received from the external auditor.

d. Council's Annual Report for 2024-2025 – 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 the Annual Report for 2024-2025 be approved and published on HKCC's website.

e. Budget Monitoring 2025-2026 (Clerk to provide a report)

The Clerk advised that producing a quarterly budget monitoring report for the late June meeting when several payments such as donations were pending approval at the June meeting could impact on the value of the report for members whilst a report at the July meeting would include any such payments once approved to more accurately reflect expenditure against the 2025-2026 budget. Following a robust discussion, **IT WAS RESOLVED** the frequency of budget monitoring should be flexible if required subject to regular budget monitoring reporting to allow for more meaningful reporting and noting any issues would be raised with the Chair and members as necessary prior to budget monitoring reports being issued for review by HKCC. **IT WAS FURTHER RESOLVED** the bank reconciliation for period ending 31st May 2025 be noted and agreed.

COMMUNICATION

a. Website & Newsletter update including newsletter advertising

In response to receipt of an email from a long-standing advertiser, members noted and agreed HKCC cannot offer exclusivity to advertisers and that current advertisers included advertisers within the same line of business. However, in recognition of loyal advertisers. **IT WAS RESOLVED** to offer long standing advertisers of 5 years plus an option to include a feature article in the newsletter on an annual basis free of charge subject to the content being approved by HKCC. The Clerk agreed to confirm the position with advertisers and to update the newsletter advertising terms and conditions accordingly.

b. Facebook Update

Members noted HKCC currently administered the Higher Kinnerton Community Facebook Group, the Higher Kinnerton Community Buy, Sell and Giveaway Facebook Group and the Higher Kinnerton Facebook Group. Members discussed the position and noted administration of the three groups had becoming increasingly burdensome. Cllr. King expressed concerns regarding HKCC being inherently connected to the three groups and suggested it would be preferable for the groups to be separated with HKCC only administering the Higher Kinnerton Face Book Group and to use this dedicated HKCC public page to communicate with the community. Cllr. King did not consider continued administration of the three Face Book groups by HKCC remained viable with issues surrounding accountability, responsibility, control and potential liabilities arising from navigation of Face Book rules together with the increasing and unacceptable burden upon members in terms of time and responsibility in administering the three groups. Members acknowledged the proposal would ensure a continued commitment to allowing business adverts from newsletter advertisers, village hall users and community facilities on the Higher Kinnerton Community Facebook Group.

Whilst members noted the arrangements for administration of the separate groups would have to be finalised, in relation to the proposal to separate the three groups being put to the vote **IT WAS RESOLVED** to separate the groups and that HKCC would administer and manage only the Higher Kinnerton Face Book Group. Cllr. Upton and Cllr. Swash abstained from the vote.

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

Members had no comments or objections regarding planning application consultation reference FUL /000395/25 proposing a change of use/adaptation of part of barn to provide training and education area for veterinary practice and the provision of a kitchen and toilet facilities and construction of extension to barn/stable block for storage at New Hall Farm, Stringers Lane, Higher Kinnerton

25.037 CHAIR'S REPORT

The Chair had no additional matters to report.

25.038 REPORTS FROM MEMBERS

No additional reports from members were received.

25.039 To confirm the date of the next meeting

Members noted the next meeting would be held 29th July 2025

The meeting was declared closed at 20.15 p.m.