

**HIGHER KINNERTON COMMUNITY COUNCIL
MINUTES OF THE REMOTE MEETING HELD VIA MICROSOFT TEAMS
ON TUESDAY 21ST OCTOBER 2025 COMMENCING AT 6.30 P.M.**

PRESENT: Cllr. M. King, Cllr. C. Upton, Cllr. M. Allport, Cllr. J. Swash, Cllr. P. Cottam, Liz Corner (Clerk).

25.049 APOLOGIES FOR ABSENCE / REASON GIVEN

Apologies for absence received from Cllr. Cllr. F. Turrisi and Cllr. J. Cooper due to work commitments. **IT WAS RESOLVED** to approve the absence of Cllr. F. Turrisi and Cllr. J. Cooper. Members noted no apologies for absence had been received from Cllr. K. Armstrong-Braun or Cllr. C. Nugent.

25.050 CO-OPTION OF NEW MEMBER

Cllr. King welcomed Cllr. Cottam to HKCC. The Clerk confirmed Cllr. Cottam had signed his declaration of acceptance of office and the Clerk has confirmed with FCC that the vacancy has been filled by Cllr. Cottam

20.051 DECLARATIONS OF INTEREST

Cllr. M. King - Accounts for Payment - reimbursement of expenses – Cllr. King declared a personal interest.

25.052 TO APPROVE THE MINUTES OF THE MEETINGS ON 29th July 2025, 20th August 2025 and 25th Sept 2025

IT WAS RESOLVED that the minutes of the meetings held on 29th July 2025, 20th August 2025 and 25th Sept 2025 be approved.

25.053 UPDATES FROM THE MINUTES OF THE JULY 2025 MEETING

The following matters arising from the minutes of the meeting were noted for information:

Page 1 – Village Bench update – members noted HKCC had resolved at the December 2024 meeting to proceed with purchasing a bench for the corner of Sandy Lane/Bennetts Lane. The order had been delayed due to other HKCC competing priorities requiring attention. The Clerk had received re-confirmation of the quote in the sum of £1450 plus VAT from Treetops Plant Hire for the groundworks. Members noted and agreed the Clerk would place an order with Treetops Plant Hire for the groundworks and thereafter proceed to order the bench subject to confirmation of the cost of the bench with members to ensure any issues regarding a price increase could be addressed prior to placing the order.

25.054 CORRESPONDENCE

- 1) Email from FCC re The National Resident Survey – Let's Talk: Living in Flintshire. Members noted details of the survey had been included in October newsletter.
- 2) Email from FCC re consultation on draft updated Housing Strategy 2025 – 2030. Members noted that given the short window HKCC had been afforded to review and provide any response an extension of time had been requested to allow HKCC to review although no response had been received from FCC. The Clerk had forwarded details of the consultation to members to ensure members could review and provide their own personal feedback if they so wished.
- 3) Email from FCC re Digital Support Squad Drop-in Sessions October - December 2025. Members noted the details would be posted on the HKCC Facebook page and included in the village newsletter.
- 4) Email from Democracy and Boundary Commission Cymru re Draft Annual Remuneration Report for 2026–27 which members noted for information.
- 5) Email from One Voice Wales re new 14th edition of the Charles Arnold Baker publication at a cost £176.00. Members noted that £100.00 had been included within the 2025-26 budget as earmarked reserves for reference books and the Clerk currently relied on the 8th edition as a reference source. **IT WAS RESOLVED** to proceed to purchase the updated 14th edition at best price from either SLCC or OVW and agreed to vire the additional cost in excess of the £100.00 earmarked reserves from underspend within other categories within the 2025-26 budget.
- 6) Email re quarterly police meetings 2025 and meeting attendance. Members agreed the Clerk would confirm HKCC's meeting dates with the local Police and Community Support Officer and invite the local PCSO to attend a meeting.

- 7) Emails re traffic survey Traffic Survey update. The most recent email from Go Safe confirmed routine enforcement on Main Road. Go Safe had requested a full analysis of the traffic survey data for Kinnerton Lane. Cllr. Upton agreed to review the data and provide the additional analysis to help inform the decision regarding the days of the week and times of day that were of specific concern to ensure Go Safe attended Kinnerton Lane during those periods. Regarding FCC's response to the traffic survey data and vehicle activated signs, it was agreed the Clerk would contact FCC to request that HKCC are consulted regarding the proposed location of the replacement signs and to request a third sign also be installed.
- 8) Members noted an invitation to attend FCC's Standards Committee on 3rd November had been received. Members were invited to confirm with the Clerk if they wished to attend and to submit any questions in advance or responses to the poll regarding the Model Resolution Protocol to enable the Clerk to submit a collective response

25.055 ACCOUNTS FOR PAYMENT

- 1) Microsoft Payment (HKCC On-line business basics service August, Sept & Oct 2025) - £41.16, £41.16 & £49.00 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 August, Sept & Oct 2025) - £41.40, £41.40 & £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 August, Sept & Oct 2025) - £2.42, £2.42 & £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 August, Sept & Oct 2025) - £9.71, £9.71 & £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 Aug- Sept, Sept-Oct & Oct-Nov 2025) - £37.49, £37.49 & £37.49 - 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 June-July, July-Aug & Aug-Sept) - £4.25, £4.25 & £14.79 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) Tesco (Village Day Sundries) - £58.73 - 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) Screw Fix (Village Day Sundries) - £4.29 - 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) Cost Co (Village Day sundries) - £261.58- 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) Makro (Booker Ltd) (Village Day sundries) - £56.77- 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) Fools Rush In (T/A Steve Wallis) Circus Skills Entertainer (Village Day) - £300.00 (paid by cheque in accordance with HKCC Scheme of Delegation)
- 12) Solopress (August newsletter) - £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.
- 13) Solopress (September newsletter) - £184.38 - 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.
- 14) HMRC (PAYE and N.I contribution Quarter 2 tax year 2025-2026) - £402.94 (paid by bank transfer as authorised by Chair & Vice Chair in accordance with HKCC Scheme of Delegation)
- 15) Forest Ltd (MMRG August invoice for grounds maintenance) - £181.60 (paid by bank transfer as authorised by Chair & Vice Chair in accordance with HKCC Scheme of Delegation)
- 16) Gwella- Flintshire Libraries & Leisure Ltd - Dragon Sports Summer Camp - £2,200 (paid by bank transfer as authorised by Chair & Vice Chair in accordance with HKCC Scheme of Delegation)
- 17) Thomas Fattorini Ltd Bar - Chain of Office 2024-25 - £66.52 (paid by bank transfer as authorised by Chair & Vice Chair in accordance with HKCC Scheme of Delegation)

- 18) Cllr. King (October newsletter reimbursement for expenses) - £204.87 - payment proposed by Cllr. Upton 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
- 19) Forest Ltd (MMRG September invoice for grounds maintenance) - £181.60 - payments proposed by Cllr. Upton 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.
- 20) Clerk's salary August 2025 - (paid by bank transfer as authorised by Chair & Vice Chair in accordance with HKCC Scheme of Delegation)
- 21) Clerk's salary September 2025 - (paid by bank transfer as authorised by Chair & Vice Chair in accordance with HKCC Scheme of Delegation)
- 22) Clerk's salary October 2025 - payment proposed by Cllr. Upton and seconded by Cllr. Allport. All agreed. payable by bank transfer (as resolved at the June 2024 meeting)

Members noted that due to the last meeting being held in July 2025, the payments referenced on the September payment schedule had been authorised and paid as a matter of due diligence and governance in accordance with HKCC's Financial Regulations and Scheme of Delegation. **IT WAS RESOLVED** to approve the Accounts for Payment on the September payment schedule and the October payment schedule and further agreed to proceed with any additional payments required prior to the November meeting in accordance with HKCC's Scheme of Delegation subject to reporting any such payments at the November meeting.

25.045 TO RECEIVE REPORTS IN RELATION TO:

COMMUNITY

a. Dragon Sports Summer Playscheme (to receive report and updates from 2025 playscheme and receive quote for 2026 playscheme)

The Clerk provided a verbal update based on the report circulated with the agenda papers. Members noted and agreed feedback received from parents would be raised with Dragon Sports. **IT WAS RESOLVED** to approve the quote for the 2026 Summer Playscheme and to include £2,300 in the 2026-2027 budget for the Playscheme

b. Village Day 2025 Update (Clerk to provide a report)

The Clerk provided a verbal update based on the income and expense analysis circulated with the agenda papers. Members noted the Clerk had chased the outstanding invoice from St. John Ambulance. It was agreed the Village Day budget had been robustly tracked and managed and the underspend would be retained for any incidental expenditure in relation to provision of the line painting on MRRG for village day and the remaining budget surplus could be vired to cover additional expenditure during 2025-26 within other budget categories if required and if so agreed by members.

c. Dog Waste Bags and Dog Waste Bag Dispensers (to agree expenditure in accordance with 2025-2026 budget)

Following an update regarding stocks levels, **IT WAS RESOLVED** to approve the purchase of additional bags and/or waste dispensers up to the value of £250.00 as included in the 2025-2026 budget

d. Christmas Event, Christmas Lighting & Village Christmas Trees (to receive updates and quotes and to agree expenditure in accordance with 2025-2026 budget)

Members noted £550.00 had been included in the 2025-2026 budget as earmarked reserves for the Christmas event and further noted the event would be held on Friday 19th December in the village hall. The Clerk would proceed to make the necessary arrangements to organise a musical performance and attendance of Ysgol Derwen school choir and would proceed to apply for an alcohol licence.

Members further noted £925.00 had been included in the 2025-2026 budget for installation and removal of the Christmas lights. Following a robust discussion, **IT WAS RESOLVED** to place an order with HKCC's usual contractor, Deeco Lighting, in the sum of £900 plus VAT for installation and removal of the lights in accordance with quotation received and noting the contractor had consistently provided an excellent service.

Members noted £550.00 had been included in budget for 2025.26 for the village Christmas trees. **IT WAS RESOLVED** to proceed with placing an order for two Christmas trees from Backford Christmas Tree Farm for the village in accordance with quotation received in the sum of £370.00.

e. Remembrance Sunday (to discuss arrangements and agree purchase of a wreath)

Members noted Remembrance Sunday would be marked by Service Remembrance on 9th November at 10am at All Saints Church with members of HKCC being invited to attend and to lay a wreath. The Clerk agreed confirm arrangements for the laying of the wreath with Cllr. Allport prior to the service. **IT WAS RESOLVED** to proceed with purchasing a wreath on behalf of HKCC.

f. Village Planting Scheme (to discuss and agree any expenditure required)

Members noted the village volunteer group have kindly offered to plant up the village planters with winter flowers with £280.00 having been included in the 2025-26 budget for the Village Planting Scheme of which £165.00 had been spent to date. **IT WAS RESOLVED** to proceed with purchasing the winter flowers at a maximum cost of £100.00 with the volunteer group member (Ian Fleming) to purchase and provide a receipt to claim reimbursement of expenses for approval at November meeting

COMMERCE /GOVERNANCE

a. External Audit update (Clerk to provide a report)

Members noted the certified Annual Return together with an explanation of any significant variations and all information required to support the Annual Governance Statement had been sent to the external auditor (Audit Wales) by 7th July as requested. The external auditor has not provided any report by the 30th of September deadline and therefore a notice had been published on HKCC's website to confirm the position together with HKCC's Annual Return for 2024-25.

b. To receive the Bank Reconciliation

IT WAS RESOLVED the bank reconciliation dated 16th October 2025 be noted and agreed.

c. IT Equipment for Clerk (to discuss and agree any actions required)

Members noted HKCC had included £750.00 in the 2025-26 budget as earmarked reserves for IT equipment with nil spend to date and that the Clerk's HKCC laptop did not support migration to Windows 11. Members discussed and considered the purchase of a new laptop and, if necessary, a monitor and keyboard for HKCC and noted the HKCC printer would also need to be replaced in due course. Members noted that in terms of the £750.00 budget, should members consider it necessary monies could be vired from underspend within other budget categories. **IT WAS RESOLVED** to proceed with purchasing the additional IT equipment as required for HKCC's purposes subject to final confirmation and authorisation of the of the cost at the November meeting. Cllr. Cottam agreed to provide information regarding a DSE assessment for the Clerk.

d. Section 6 Reporting Duty under Environment Act 2016 (to discuss and agree any actions required)

Members noted that Town and Community Councils had a statutory duty under Section 6 of the Environment Act (2016) to maintain and enhance biodiversity in the exercise of their functions and in so doing promote the resilience of ecosystems, so far as consistent with the proper exercise of those functions and to publish a report on what they have done to comply with the duty. Members noted HKCC's last report was approved and published in December 2022 with the next report due by the end of 2025. The Clerk and Cllr. King had arranged to attend an on-line OVW Section 6 workshop. Members noted and agreed the updated Section 6 report for HKCC would be presented to members for approval at the November or December meeting. Members further reviewed and details of a free Water Literacy Programme and agreed the Clerk would make further enquiries regarding dates and alternative options for accessing the information regarding water literacy to share with residents via the newsletter.

COMMUNICATION

a. Face Book platforms Village Newsletter, HKCC Website & HKCC Face Book page updates (to receive updates and agree any actions required)

Members noted the newsletter preparation and publication arrangements were becoming more challenging with those members who assisted with the process and the Clerk having limited capacity to dedicated to the preparing the newsletter. Members noted a village resident with valuable relevant experience had offered support with collating the newsletter with effect from the New Year which members welcomed. It was agreed the Clerk would arrange a meeting to discuss and agree the arrangements.

The Clerk advised that the annual website maintenance updates were due to be completed by Griffiths Digital Limited and agreed to include the details within an agenda item for the November meeting for review and approval by members. In relation to Facebook, members noted HKCC now administered and managed only the Higher Kinnerton Face Book page and there were no other pertinent updates.

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

- Members noted none had been received. **Planning Application Consultation - Ref No: Ful/000866/25**

Proposal: Proposed construction of single dwelling and garage at The Green Farm, The Green, Higher Kinnerton. Members agreed an extension of time should be requested from FCC to allow HKCC to consider the application in more detail and provide and comments to FCC by the end of November. The Clerk agreed to submit the request and notify members of the outcome.

- **Planning Application Consultation - Ref No: Ful/000881/25**

Proposal: erection of cubicle housing for dairy cattle following demolition of existing cow kennels at Kinnerton Green Farm, The Green, Higher Kinnerton. Members had no comments or objections regarding the application.

- **Planning Application Consultation - Ref No: Ful/000882/25**

Proposal: Erection of cubicle housing for dairy cattle following part demolition of existing portable frame building at Kinnerton Green Farm, The Green, Higher Kinnerton. Members had no comments or objections regarding the application.

25.056 CHAIR'S REPORT

The Chair had no additional matters to report.

25.057 REPORTS FROM MEMBERS

No additional reports from members were received.

25.058 To confirm the date of the next meeting

Members noted the next meeting would be held on 18th November 2025.

The meeting was declared closed at 19.20