

**HIGHER KINNERTON COMMUNITY COUNCIL
MINUTES OF THE REMOTE MEETING HELD VIA MICROSOFT TEAMS
ON TUESDAY 29TH JULY 2025 COMMENCING AT 6.30 P.M.**

PRESENT: Cllr. M. King, Cllr. C. Upton, Cllr. M. Allport, Cllr. F. Turrisi, Cllr. J. Cooper, Cllr. J. Swash, Liz Corner (Clerk). In attendance: Cllr. C. Gee (Chair of Broughton and Bretton Community Council and village resident) and Glenys Roston (village resident)

25.040 APOLOGIES FOR ABSENCE / REASON GIVEN

Apologies for absence received from Cllr. C. Nugent due to alternative commitments. **IT WAS RESOLVED** to approve the absence of Cllr. Nugent. Members noted no apologies for absence had been received from Cllr. K. Armstrong-Braun.

25.041 DECLARATIONS OF INTEREST

None received.

25.042 TO APPROVE THE MINUTES OF MEETING HELD ON 26TH JUNE 2025

IT WAS RESOLVED that the minutes of the meeting held on 26th June 2025 be approved.

25.043 UPDATES FROM THE MINUTES OF THE PREVIOUS MEETING

The following matters arising from the minutes of the meeting held on 26th June 2025 were noted for information:

- **Page 1** - Traffic Survey update – detailed comprehensive analysis and a report had been published in the July Newsletter and on HKCC's Face Book platform and also sent to Go Safe who had confirmed they would proceed to analyse the data and undertake speed checks. Members noted the Clerk would also send the traffic survey data to FCC requesting comments and feedback and requesting that HKCC be consulted regarding the location of replacement VAS signs in the village.
- **Page 3** - Dragon Sports update – members noted the Clerk had attended to the final arrangements and all sessions were fully booked.
- **Page 4** – Village Bench update – members noted and agreed the Clerk would proceed with placing the order for installation and purchase of the bench as soon as practicable after village day.
- **Page 5** – External Audit - the Clerk confirmed 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.

25.043 CORRESPONDENCE

- 1) Email from One Voice Wales and report from Welsh Assembly Government re Digital Health of Town and Community Councils which members noted.
- 2) Email from OVW re North Wales Corporate Joint Committee and the Strategic Development Plan which members noted.
- 3) Correspondence from Gwella re expenditure of S106 monies for Park Avenue Play Area Improvements and replacement goal nets for MMRG. Following a discussion, **IT WAS RESOLVED** to confirm with FCC that HKCC supported and concurred with the proposed expenditure of the balance of the S106 monies.

25.044 ACCOUNTS FOR PAYMENT

- 1) Microsoft Payment (HKCC On-line business basics service July 2025) - £41.16 - 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 July 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 July 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 July 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 July to August 2025) - £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 May to June) - £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) Amazon (Village Day Sundries) - £91.92 - 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) Baker Ross (Village Day Craft Stall Sundries) - £46.75 - 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) HSS (Village day generator hire) - £395.02- 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.
- 10) JDH Business Services Ltd (internal audit 2024-2025) - £390.00 - 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
- 11) Forest Ltd (MMRG June and July invoices for grounds maintenance) - £181.60 and £181.60 - payments 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.
- 12) DM Payroll Services Ltd (payroll services) - £72.00- 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
- 13) Hafren Dyfrdwy (water - allotments) - £26.96 - 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
- 14) MC Services (Jordan Barnes Village Day compère and sound system) - £175.00 - 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.
- 15) Mascot Services (Village Day mascot) - £150.00 - 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.
- 16) St John Ambulance (Village Day first aid cover) - £163.80 - 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.
- 17) Sparrow Sound & Light (Village Day entertainment supplies) - £134.00 - 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.
- 18) C R & L Starkey (Village Day chemical toilet hire) – £204.00 - 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.
- 19) NB Vending Solutions (Village Day badge making) – £140.00 - 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 either cheque or by internet banking transfer.
- 20) Alwood Donkeys (Village Day donkey hire) – £300.00 - 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 either cheque or by internet banking transfer.
- 21) Clerk's salary July 2025 - payment proposed by Cllr. King and seconded by Cllr. Allport. 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 July 2025 payment schedule and further agreed to proceed with any additional payments required prior to the September meeting in accordance with HKCC's Scheme of Delegation subject to reporting any such payments at the September meeting.

25.045 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, bookings to date and proposed expenditure.

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 in accordance with HKCC's Scheme of Delegation and further reporting payments to the full Council and providing an overall expenditure summary against the Village Day budget at the September meeting.

b. Community Review 2025

Members noted FCC were reviewing community areas and community electoral arrangements in the County with the aim to ensure the electoral arrangements for each town or community council provide effective and convenient local government. The review of the community areas would include proposals for alterations of boundaries between community council areas, amalgamating two or more community council areas into one, or separating an existing community council area into two or more. The review of community electoral arrangements would include proposals to review ward boundaries within a community council area, the warding of a previously unwarded community council area, the de-warding of a community council area currently separated into wards and changes to councillor numbers. Before formulating draft proposals, FCC were inviting comments with initial representations to be made no later than Tuesday, 30 September 2025. It was agreed to include the Community Review on the agenda for the September meeting and to include details of the review in the September newsletter and on HKCC's website.

COMMERCE /GOVERNANCE

a. 2025-2026 Budget Update and Monitoring Report

Members reviewed the detailed budget monitoring reports which included an analysis of payments under S137 Local Government Act 1972, earmarked reserves for 2025-2026 and expenditure for the traffic survey brought forward from 2024-2025 unearmarked reserves as the expenditure had not been incurred in 2024-2025 as anticipated and budgeted for in 2024-25. Members agreed the budget for 2025-2026 was robust and remained effectively monitored and managed. **IT WAS RESOLVED** that the budget updates for 2025-2026 from 1st April to 30th June 2025 be received, noted and agreed.

b. To receive the Bank Reconciliation

IT WAS RESOLVED the bank reconciliation for period ending 30th June 2025 be noted and agreed.

COMMUNICATION

a. Newsletter & Website update

Members noted the publishing arrangements for the August newsletter and agreed the Clerk would proceed with payment to Solopress by debit card for publication of the August newsletter.

b. Face Book Updates including date for an extraordinary meeting to discuss administration of Face Book platforms and remit of dedicated HKCC Face Book platform following HKCC's resolution to separate the respective Face Book platforms

Members noted it had been resolved at the June meeting to separate the Higher Kinnerton Community Facebook Group, the Higher Kinnerton Community Buy, Sell and Giveaway Facebook Group and the Higher Kinnerton Facebook Group groups and that HKCC would administer and manage only the Higher Kinnerton Face Book Group. Members further noted and agreed that it would be necessary to arrange an extraordinary meeting to discuss and agree both the administration of the respective Face Book platforms and the remit of dedicated HKCC Face Book platform. Following a discussion regarding members and the Clerk's availability, it was agreed the Clerk would send an email to members with prospective dates for an extraordinary meeting with the date to confirmed once members had responded.

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

Members noted none had been received.

25.046 CHAIR'S REPORT

The Chair had no additional matters to report.

25.047 REPORTS FROM MEMBERS

No additional reports from members were received.

25.048 To confirm the date of the next meeting

Members noted the next meeting would be held on 25th September 2025.
The meeting was declared closed at 19.20