

**HIGHER KINNERTON COMMUNITY COUNCIL
MINUTES OF THE REMOTE MEETING HELD VIA MICROSOFT TEAMS
ON TUESDAY 18th NOVEMBER 2025 COMMENCING AT 6.30 P.M.**

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

25.059 APOLOGIES FOR ABSENCE / REASON GIVEN

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

20.060 DECLARATIONS OF INTEREST

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

25.061 TO APPROVE THE MINUTES OF THE MEETING ON 21st October 2025

IT WAS RESOLVED that the minutes of the meetings held on 21st October 2025 be approved.

25.062 UPDATES FROM THE MINUTES OF THE PREVIOUS MEETING

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

Page 1 – Village Bench Update – members noted it had been resolved at the December 2024 meeting to proceed with purchasing a bench for the corner of Sandy Lane/Bennetts Lane. The Clerk had received re-confirmation of the quote in the sum of £1450 plus VAT from Treetops Plant Hire for the groundworks and proceeded place an order with Treetops Plant Hire for the groundworks as agreed at the October meeting. Members further noted HKCC could secure a 20% discount from the bench supplier, David Ogilvie Engineering Limited, provided HKCC placed the order prior to 28th November. Members noted and agreed the Clerk would proceed with placing the order for the Wildlife Bench in the sum of £1,182.40 plus VAT and delivery and to order any additional fixing kit required to install the bench.

Page 1 – Correspondence – members noted it had been resolved at the October meeting to proceed to order the 14th edition of Charles Arnold Baker at the best price. SLCC have now confirmed orders can be placed at a member price of £144.00 as compared to £176.00 via OVW. Members noted and agreed the Clerk would proceed to place the order with SLCC and to vire the additional cost in excess of the £100.00 earmarked reserves from underspend within other categories within the 2025-26 budget.

Page 1 - Email re quarterly police meetings 2025 and meeting attendance – members agreed to invite the Police and Community Support Officer to attend the February meeting.

25.063 CORRESPONDENCE

- 1) Email from FCC re Winter Preparations – members agreed to check salt bin levels in the village and advise the Clerk in any required replenishing.
- 2) Email correspondence with resident re parking issues which members noted. In relation to the former garage land off Park Avenue, Cllr. Swash advised that FCC were currently rolling out a programme of removal of derelict garages on FCC owned land. Cllr. Allport as local member agreed to pursue enquiries with FCC regarding any proposed plans for use of the former garage land.
- 3) Email from Mold Town Council regarding a request for reinstatement of the Flintshire County Forum meetings with Town and Community Council which members noted.
- 4) Email and form from One Voice Wales re and extended programme of free Councillor training.

25.064 ACCOUNTS FOR PAYMENT

- 1) Microsoft Payment (HKCC On-line business basics service November 2025) - £44.16 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 November 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 November 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 November 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 Nov-Dec 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 Sept-Oct) - £4.75 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) Royal British Legion (Remembrance Sunday Wreath) - £25.00 - 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) Cllr. King (November newsletter reimbursement for expenses) - £184.38 - 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
- 9) Volunteer Group member Ian Fleming (village plants reimbursement for expenses) - £98.00 - 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
- 10) Forest Ltd (MMRG October 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.
- 11) DM Payroll Services Ltd (Administration of payroll October 2025- March 2026) - £72.00 – 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.
- 12) Clerk's salary November 2025 - payment proposed by Cllr. Upton 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 November 2025 payment schedule and further agreed to proceed with any additional payments required prior to the December meeting in accordance with HKCC's Scheme of Delegation subject to reporting any such payments at the December meeting.

25.065 APPEALS

- 1) Theatre (Blue Jay Youth Theatre) – Following a discussion **IT WAS RESOLVED** to donate £350.00 to Kinnerton Youth Theatre (Blue Jay Youth Theatre) following receipt of a grant application form and supporting email. It was agreed that the Clerk as Service Administrator would proceed to facilitate the payment by internet banking transfer
- 2) Wales Air Ambulance – Following a discussion **IT WAS RESOLVED** to donate £80.00 to Wales Air Ambulance following receipt of a letter requesting support and donations. It was agreed that the Clerk as Service Administrator would proceed to facilitate the payment by internet banking transfer.
- 3) Nightingale House Hospice - Following a discussion **IT WAS RESOLVED** not to donate to Nightingale House Hospice on this occasion following receipt of a newsletter requesting support noting HKCC had donated to Nightingale House Hospice as agreed at the June 2025 meeting.

Members noted and agreed the Chair and the Clerk would sign the November appeals schedule to confirm the decisions made.

25.066 TO RECEIVE REPORTS IN RELATION TO:

COMMUNITY

a. Christmas Event – including organisation and expenditure (to receive updates and agree any actions required)

Members noted £550.00 had been included in the 2025-2026 budget as earmarked reserves for the Christmas event to be held on Friday 19th December in the village hall. The Clerk had made the necessary arrangements to for a musical performance and for the attendance of Ysgol Derwen school choir. Members noted and agreed the Clerk would proceed to apply for a Temporary Event noted from FCC for the sale of alcohol licence and further noted the Clerk would arrange for the production and delivery of flyers to be included in the newsletter and for the school to distribute. Following a discussion, it was agreed to proceed to place an order with Majestic Wine for wine and wine glass hire and agreed the Clerk would make arrangements for the purchase of mulled wine and sundries for the event. **IT WAS RESOLVED** to approve the expenditure for the Christmas Event subject to budget considerations and subject to reporting any such payments at the December meeting.

- b. Christmas Lighting and Christmas Tree update (to receive update and agree any actions required)**
Members noted £925.00 had been included in the 2025-2026 budget for installation and removal of the Christmas lights and, as resolved at the October meeting, the Clerk had placed orders with Deeco Lighting, in the sum of £900 plus VAT for installation and removal of the lights and with Backford Christmas Tree Farm for two village Christmas trees in the sum of £370.00. Members further noted the arrangements and dates for delivery of the trees and installation of the lights.
- c. Outdoor Gym Update – maintenance and inspection (to review quotation for annual inspection and agree any actions and expenditure required).**
IT WAS RESOLVED to approve the quotation in sum of £135.00 plus VAT for the Play Inspection Company to undertake annual inspection of outdoor gym. The Clerk agreed to request confirmation of the date of the inspection in advance and to notify Cllr. Cottam who had advised he wished to be present for the inspection if possible.

COMMERCE /GOVERNANCE

- a. 2024-2025 Budget Update and Monitoring Reports (to receive update and agree any actions any required)**
Members reviewed 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 2025-2026 from 1st April to 31st October 2025 be received noted and agreed.
- b. Training Plan and Schedule for 2025-2026 (to receive update and agree any actions any required)**
Members noted HKCC had a statutory duty under the Local Government and Elections Wales Act 2021 to publish a training plan for members and the Clerk. The current plan had been approved by full council in November 2024. The updated training plan had been circulated with the agenda papers. Following a robust discussion, **IT WAS RESOLVED** to approve and adopt the updated HKCC training plan and to publish the plan on the HKCC website. **IT WAS FURTHER RESOLVED** that the Clerk would proceed to book the relevant OVW training modules which Cllr. Cottam had requested to attend.
- c. IT equipment for HKCC update (to receive update and agree any actions and expenditure required)**
Members noted £750.00 had been included in the 2025-26 budget as earmarked reserves for IT equipment with nil spend to date and that the HKCC laptop did not support migration to Windows 11. Members further noted that in terms of the £750.00 budget, should members consider it necessary monies could be vired from underspend within other budget categories. Members discussed and considered the purchase of a new laptop in accordance with the various options circulated with the agenda papers. Following a robust discussion regarding the most suitable option for HKCC, **IT WAS RESOLVED** to proceed with purchasing the Asus Expert book P1 Intel Core i7 in the sum of £830 from Laptops Direct.
- d. HKCC dedicated mobile phone for Clerk (to discuss and agree any actions and expenditure required)**
Cllr. King advised HKCC did not have a dedicated phone and that as a matter of due diligence and good governance HKCC should consider the purchase of a phone for the Clerk. Members noted that in terms of specific budget category in 2025-26 budget for purchase of a mobile phone, should members consider it necessary monies could be vired from underspend within other budget categories and categorised within the miscellaneous expenditure budget category with the explanation being recorded in budget monitoring updates. Following a robust discussion, **IT WAS RESOLVED** to purchase a basic mobile phone for HKCC related use by the Clerk.
- e. To receive the Bank Reconciliation**
IT WAS RESOLVED the bank reconciliation for period ending 30th October 2025 be noted and agreed.

COMMUNICATION

a. **Newsletter Updates (to receive updates and agree any actions required)**

As discussed at the October meeting, members noted the newsletter preparation and publication arrangements were becoming more challenging. Cllr. King considered HKCC should review the options relating to the newsletter in more detail and would formulate a proposal for members to consider and discuss at the December meeting. **IT WAS RESOLVED** that, if necessary, the Clerk would arrange to pay for production of the December newsletter and Christmas Event flyer via the HKCC debit card for the purposes of expediency subject to any payment being reported at the December meeting.

b. **Annual Website Updates (to discuss arrangements for annual updates and agree expenditure)**

The Clerk advised that the annual website maintenance updates were due to be completed by Griffiths Digital Limited. **IT WAS RESOLVED** to approve quotation in sum of £300.00 for Griffiths Digital to undertake the relevant website updates.

PLANNING – (To review planning applications and decisions received since October meeting and agree any actions any required)

Members noted no application or decision notifications had been received from FCC. In relation to the planning application (discussed at the October meeting) for the proposed construction of single dwelling and garage at The Green Farm members noted the Clerk had secured an extension of time for HKCC to consider the application in more detail and provide and comments to FCC by 24th November. Members agreed to submit any comments to the Clerk to enable the Clerk to draft a response for approval by members via email prior to submission to FCC.

25.067 CHAIR'S REPORT (to receive any relevant reports)

Chair advised the Clerk had received a short notice invitation on 17th November from FCC sent to all Town and Community Council Clerks to take part in a Panel Performance Assessment (PPA) on 27th November. Whilst members note the Clerk would attend, if possible, members expressed concern that the short notice would not necessarily allow Clerks to raise the matter with their Council members prior to the PPA session.

25.068 REPORTS FROM MEMBERS (to receive information items only relevant to HKCC)

Cllr. Upton raised the continued absence of updates from Streetscene for several months in response to issues having been raised by HKCC. Following a robust discussion, it was agreed the Clerk would contact the Streetscene representative and request a catch up via Teams to facilitate an update at the December meeting.

Cllr. Cottam enquired if he could assist with inspections of the outdoor gym on MMRG. The Chair confirmed assistance from Cllr. Cottam would be welcomed by HKCC. Cllr. Cottam advised that once he had received all the relevant information from the Clerk regarding the outdoor gym, he would proceed to develop an inspection regime and suitable documentation to record

25.069 To confirm the date of the next meeting

Members noted the next meeting would be held on 16th December 2025
The meeting was declared closed at 20.05