

**HIGHER KINNERTON COMMUNITY COUNCIL
MINUTES OF THE REMOTE MEETING HELD VIA MICROSOFT TEAMS
ON TUESDAY 17th FEBRUARY 2026 COMMENCING AT 6.30 P.M.**

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

25.090 APOLOGIES FOR ABSENCE / REASON GIVEN

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

20.091 DECLARATIONS OF INTEREST

Cllr. J. Swash – request for additional grant/donation received from Village Hall Management Committee – declared a personal interest.

20.092 TO APPROVE THE MINUTES OF THE MEETING ON 15th JANUARY 2026

IT WAS RESOLVED the minutes of the meeting held on 15th January 2026, as amended to confirm members had noted **AND AGREED** the interview arrangements for the recruitment of a replacement Clerk, be approved.

20.093 UPDATES FROM THE MINUTES OF THE PREVIOUS MEETING

Page 1 – purchase a new dedicated mobile phone to provide to the new Clerk once appointed. Cllr. King had researched best phone models for HKCC's purposes and members noted and agreed the Clerk would proceed to purchase a phone to the value of £80.00 for the new Clerk.

Page 1 – Christmas Event Update - Members noted it had been agreed at January meeting that HKCC would approach the VHMC and propose that the VHMC and HKCC host a collaborative Christmas Event in 2026. The VHMC had suggested Saturday 19th December for the event. Members agreed the Clerk would contact the school and make enquiries regarding the availability of the school choir.

Page 1 - Village Planter Update (to receive update) - as discussed at the January meeting, members noted the planter on the adopted highway, for which HKCC had previously been granted a highway licence, had been moved. HKCC had contacted FCC to request that a new licence be granted and FCC had now confirmed an additional licence for the relocated planter would be issued.

25.094 CORRESPONDENCE

- 1) Email from young resident re stake park provision – following a review of the request together with detailed correspondence with background information from November 2022 when HKCC had considered the provision of a skate park and noting that HKCC did not have a budget for such significant expenditure, members agreed it was not viable for HKCC to progress the request for the provision of a skatepark .
- 2) Email received from Play Inspection Company confirming inspection of the outdoor gym on MRRG would be carried out in March 2026 and a report provided. Members agreed Cllr. Cottam would arrange to meet the inspector from Play Inspection Company if possible and that Cllr. Cottam would liaise with Cllr. Nugent regarding HKCC inspections of the outdoor gym.
- 3) Email received from Higher Kinnerton Village Hall requesting an additional grant / donation from HKCC for £2000 to help towards the completion of the works to refurbish the village hall. Members noted £3000.00 had been donated to the village hall in 2025-26 and further noted the 2026-2027 budget included £2000.00 for the village hall. Following a robust discussion, members agreed to arrange an informal meeting with the Village Hall members to discuss the request.
- 4) Email received from a volunteer group member regarding refurbishment of the bench on Old Railway. Following a discussion regarding potential spend and alternative options for sourcing material, **IT WAS RESOLVED** to allocate the £100.00 in 2025-2026 budget for improvements to Heritage Trail to refurbish the bench.

25.095 ACCOUNTS FOR PAYMENT

- 1) Microsoft Payment (HKCC On-line business basics service February 2026) - £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 February 2026) - £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 February 2026) - £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 February 2026) - £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 Feb 26- March 26) - £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.
- 6) Lloyds Bank (Account Standard Maintenance Fee Dec 25- Jan 26) - £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 (February 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.
- 8) David Oglivie Ltd (Village Bench) - £1613.28 - payment by bank transfer as agreed at January meeting. 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) Tree Tops Plant Hire (Village Bench groundworks and installation) - £1740.00 - payment by bank transfer as agreed at January meeting. 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) Wales Air Ambulance (appeals - donation agreed at November meeting) - £80.00 - payment by bank transfer following final confirmation of bank details by WAA. 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) Forest Ltd (MMRG Jan invoice for grounds maintenance) - £181.60 – payment proposed by Cllr. Allport and seconded by Cllr. Turrisi. All agreed. It was agreed that the Clerk as Service Administrator would proceed to facilitate the payment by internet banking transfer.
- 12) Clerk's expenses (January 2026 – February 2026) - £204.08 payment proposed by Cllr. Allport and seconded by Cllr. Turrisi. All agreed. It was agreed to proceed to facilitate the payment by internet banking transfer.
- 13) Clerk's salary February 2026 - payment proposed by Cllr. Allport and seconded by Cllr. Turrisi. 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 February 2026 payment schedule and further agreed to proceed with any additional payments required prior to the March meeting in accordance with HKCC's Scheme of Delegation subject to reporting any such payments at the March meeting.

25.096 TO RECEIVE REPORTS IN RELATION TO:

COMMUNITY

a. Main Road Recreation Ground Maintenance Contract 2026-2027

Members noted Forest Ltd had provided a quotation in the sum of £1,816 plus VAT for Main Road Recreation Ground maintenance in 2026 – 2027 which equated to the contract price for 2025-2026. The Clerk confirmed the quote for 2026-27 included 14 visits per annum and hedge cutting as per the existing contract.

IT WAS RESOLVED to approve the quotation for Main Road Recreation Ground maintenance in 2026-2027 from Forest Limited in the sum of £1,816 plus VAT.

b. Community Review - Draft Proposals for the Communities of Flintshire County Council (to receive update and agree actions required)

The Clerk appraised members regarding the report from FCC setting out draft proposals in relation to proposed revisions to the structure of communities and community wards in Flintshire. Members noted the draft proposals did not affect the community of Higher Kinnerton and agreed a formal response from HKCC would therefore not be necessary. Members further noted details of the review had been uploaded to the HKCC website.

c. Recruitment and Appointment of Clerk to HKCC and Transition Arrangements (to receive update and agree actions required)

Cllr. King advised that, as agreed by members at the January meeting, Cllr. King, Cllr. Upton and Cllr. Turrisi had conducted the interviews with the Clerk in attendance for support and assistance. Cllr King provided a comprehensive summary of the interview process and confirmed the interview panel had unanimously agreed to propose to full Council that HKCC make a formal conditional offer for the post of Clerk/RFO to the candidate proposed by the panel. Following a robust discussion, **IT WAS RESOLVED** to make a formal conditional offer as proposed by the panel for the post of Clerk/RFO to Higher Kinnerton Community Council subject to references with a provisional start date of 01.04.2026.

Cllr. King apprised members regarding the transition arrangements with measures in place for the current Clerk to be kept on a short retainer in accordance with 2026-2027 budget to provide support and a handover which members noted and agreed.

Cllr. King confirmed that back pay due to the current Clerk due for 2025-2026 following local authority pay settlement should now be paid in a lump sum in March 2026 as advised by HKCC's payroll adviser. Following a robust discussion, **IT WAS RESOLVED** to agree the arrangements for retainer arrangements and payment of back pay.

COMMERCE /GOVERNANCE

a. Asset Register Update (to receive and approve updated Asset Register for 2025-26)

The Clerk advised the updated asset register circulated with the agenda papers now including the village bench. **IT WAS RESOLVED** to approve and adopt the updated asset register for 2025-26 noting the Clerk would update the asset register following the outdoor gym inspection and inspection of all assets on the register. The Clerk confirmed the insurance company had been notified about the purchase and installation of the village bench and had increased the level of insurance for street furniture accordingly.

b. To receive the bank reconciliation - IT WAS RESOLVED the bank reconciliation for period ending 30th January 2026 be noted and agreed.

COMMUNICATION

a. Newsletter and Website Updates (to receive updates from the meeting held on 15th January 2026 and agree any actions required)

Members noted website updates including a refreshed link to the new bus timetable and updates to the volunteer group details. Members further noted the publication and delivery arrangements for the March newsletter.

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

a. To review planning applications and decisions received since January meeting (To review planning applications and decisions received and agree any actions any required)

Planning application FUL/000104/26 proposal: Proposed front extension to residential dwelling to include internal remodelling at 27, Eccleston Road, Higher Kinnerton, Chester, CH4 9DY - members had no comments or objections in relation to the application.

b. Flintshire County Council Planning Enforcement Policy Consultation – (to receive update and agree actions required)

Members noted FCC were undertaking a public consultation on its Draft Planning Enforcement Policy setting out how FCC would investigate alleged breaches of planning control, how cases would be prioritised, and the range of actions that may be taken where it is considered expedient to do so. FCC were seeking views from residents, Town and Community Councils, businesses, developers, and other interested stakeholders on the Draft Policy. HKCC noted the contents of the draft policy and agreed to include details in the village newsletter to enable residents to review and comment should they wish to.

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

Cllr. King raised concerns that had also been expressed by residents regarding the contamination and environmental risks arising from bagged dog waste being thrown into a ditch alongside the Green. Members noted and agreed that an article addressing the issue would be included in the village newsletter to assist in raising awareness of the issue and associated risks.

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

Members discussed the on-going issues with potholes on Main Road and Bennetts Lane and noted Cllr. King had recently posted on the HKCC Facebook page encouraging residents to report potholes to FCC. Cllr. Allport advised FCC's Street Scene team had issued tickets to patch fill the potholes but had provided no timescale for the patching works.

25.099 To confirm the date of the next meeting

Members noted the next meeting would be held on 17th March 2026. The meeting was declared closed at 20.10