

**HIGHER KINNERTON COMMUNITY COUNCIL  
MINUTES OF THE REMOTE MEETING HELD VIA MICROSOFT TEAMS  
ON TUESDAY 21<sup>st</sup> APRIL 2026 COMMENCING AT 6.30 P.M.**

**Present:** Cllr. M. King, Cllr. M. Allport, Cllr. Cooper, Cllr. Cottam, Cllr. J. Swash, Ian Jones (Clerk).

**25.110 APOLOGIES FOR ABSENCE / REASON GIVEN**

Apologies for absence received from Cllr. F. Turrisi and Cllr. Nugent due to alternative commitments.

**RESOLVED** to approve these absences. Members noted that there had been no apology for absence from Cllr. K. Armstrong-Braun.

**25.111 DECLARATIONS OF INTEREST** (to provide an opportunity for Members to declare any personal and/or prejudicial interests in any item on the agenda). None declared.

**25.112 TO APPROVE THE MINUTES OF THE LAST MEETING ON 17<sup>th</sup> MARCH 2026**

**RESOLVED** that the Minutes of the meeting held on 17<sup>th</sup> March 2026 be approved.

**25.113 UPDATES FROM THE MINUTES OF THE PREVIOUS MEETING**

- 103 Bench refurbishment – this was ongoing by Ian Fleming and hopefully nearing completion.
- 104 Defibrillator – noted that the Village Hall had agreed to look after the internal part of the defibrillator housing. For the outside the Community Council would employ volunteers to periodically inspect the housing, batteries and pads. However, it was noted that an external inspection Company would carry out an annual inspection for a fee currently at £138, which would be useful, both in terms of expertise and also as a steer as to any locals inspecting. A standard inspection form would be produced in line with policy. A further inspection was planned in May.
- With regard to the Play Inspection Report it was noted that there were a few anomalies but just two key actions – including sharp areas and missing bolts as well as a replacement QR Code giving instructions on use. A plan of action was agreed and alternative quotes for inspection would be needed next year

**25.114 CORRESPONDENCE**

1) Email from residents about an unadopted road in the village and response given by the Chairman explaining the legal position about adoption and maintenance of highways and footpaths which Members noted.

2) Email from GoSafe regarding recent speed checking within the village. The results were as follows:-  
The Team attended the location on the following dates.

22/01/2026 between 11:30 to 12:30 and carried out 7 roadside courses.

20/03/2026 between 12:40 to 13:40 and carried out 39 roadside courses and issued 1 fixed penalty.

Cllr Alport to write to Flintshire CC again to remind them about the vehicle activated signs.

3) Email from Andy Harris North Wales police Cadets Co-Ordinator raising awareness that North Wales Police has a volunteer cadet program. Police cadets are a diverse group of young people aged between 13-18yrs. Who have a desire to gain a practical understanding of policing, as well as support their local communities. Details are on the attached link.

<https://www.northwales.police.uk/police-forces/north-wales-olice/areas/careers/careers/volunteer-police-cadets/>

4) One Voice Wales –. **RESOLVED** that the renewal of membership be approved.

**25.115 ACCOUNTS FOR PAYMENT**

The following were presented in a payments schedule:-

- 1) Microsoft Payment (HKCC On-line business basics service May 2026) - £46.84 payment by debit card.
- 2) Microsoft Payment (HKCC On-line business standard service May 2026) - £41.40 - payment by debit card.
- 3) Microsoft Payment (HKCC On-line audio service May 2026) - £4.85 plus additional £0.47- payment by debit card.
- 4) Microsoft Payment (HKCC On-line office 365 service May 2026) - £19.42 plus additional £1.89 - payments by debit card..
- 5) Stablepoint Ltd (website hosting April - May 26) - £41.40 - payment by debit card.
- 6) The Play Inspection Company Ltd for equipment inspection £162 All agreed - payable by bank transfer
- 7) Forest Tree Surgery for grounds maintenance £181.60 All agreed - payable by bank transfer
- 8) Carson maintenance – allotment site maintenance £450 All agreed - payable by bank transfer
- 9) Solopress – newsletter production costs £204.87 - payment by debit card.
- 10) Lloyds Bank (Account Standard Maintenance Fee March to April 26) - £4.25 by bank payment.
- 11) Clerk's salary April 2026. All agreed - payable by bank transfer
- 12) Griffiths Digital for web security upgrades £500 All agreed - payable by bank transfer
- 13) One Voice Wales renewal of membership £339 All agreed - payable by bank transfer

## **RESOLVED**

- 1) that the Accounts for Payment listed on the April 2026 payment schedule be approved and
- 2) to proceed with any additional payments required prior to the May meeting in accordance with HKCC's Scheme of Delegation subject to reporting any such payments at the meeting.

## **25.116 TO RECEIVE REPORTS IN RELATION TO:**

### **COMMUNITY**

#### **a. Play Area Inspection Report 24/03/26 – Main Road Recreation Ground**

As outlined above the Play Area Inspection Report was received and noted as were details of actions required.

### **COMMERCE /GOVERNANCE**

#### **a. Asset Register Review (to receive and approve updated Asset Register for 2026-27)**

Members noted the updated Asset Register. This reflects the amendments contained in the Play Inspection Report, The Chair's inspection and two items written-off. It was noted that the Community Library need a coat of varnish – cost – approx. £50. It was agreed that the Chair would progress this with the maintenance team. **RESOLVED** to approve and adopt the revised Asset Register and undertaking the maintenance work at the Community Library.

#### **b. Vacancy for a Councillor following the resignation of Chris Upton**

This has now been finalised with Flintshire CC Electoral Office and was advertised locally and on the website.

#### **c. Electronic Payments – to appoint the new Clerk as Service Administrator to facilitate payments by internet banking transfer**

**RESOLVED** that the Clerk appointment as Service Administrator to facilitate payments by internet banking transfer in the short term.

#### **d. Review of the Council's Scheme of Delegation**

The Scheme of delegation had been circulated and members confirmed they had review it. **RESOLVED** that Council's Scheme of Delegation for 2026-2027 be approved and adopted – subject to the change of date on the document itself.

#### **e. Internal Audit 2025-2026 (to receive update and agree any actions required)**

The Clerk stated that no date has been set but that documents could be hard copied and delivered to a set address or alternatively documents could be sent via the audit portal.

#### **f. External Audit 2025-26**

It was noted that dates had already been allocated for the public notice conclusion of audit which had to be displayed by 6 July for 20 working days.

#### **g. Bank reconciliation**

It was noted that the Bank Reconciliation had been delayed but Members noted that the balances in the two accounts were Current £8,325.10 and Community £13,177.23.

#### **h. Allotments**

A quotation was considered for maintenance for the year, which was well within budget. Budget £600 Quote £450. **RESOLVED** that this be approved.

#### **i. Clerk's Resignation**

The recently appointed Clerk, Ian Jones informed the Council that he would be leaving with effect from 31<sup>st</sup> April due to ongoing external commitments not related to his position here at Higher Kinnerton. Members were disappointed but understood the situation. The Clerk would immediately circulate various organisations in order to at least obtain some temporary, Locum or semi-permanent support.

### **COMMUNICATION**

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

Members noted there were no substantive updates however there were a number of unpaid bills by certain advertisers. The Clerk to report the details to the Chair.

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

None received

## **25.117 CHAIR'S REPORT (to receive any relevant reports)**

The Chair reported that he would be stepping down as Chairman of the Council with effect from the Annual meeting in May, 2026. He further reported that he would be leaving the Council altogether during the August recess. Members were disappointed but understood the situation.

## **25.118 REPORTS FROM MEMBERS (to receive information items only relevant to HKCC)**

Cllr. Allport as local member provided support with requesting FCC Streetscene attention to regular emptying of dog waste bins etc., recent issues with overflowing and irregular emptying of the bins around the village. He asked for assistance from other Members with reports to be sent to him due to his inability to get around the village any more.

**25.119 To confirm the date of the next meeting**

Members agreed the next full Council meeting would be the Annual meeting, held on Tuesday 19<sup>th</sup> May 2026 and further noted the date of June meeting would be reviewed at the May meeting to accommodate the Audit.

The meeting was declared closed at 19.30