

**HIGHER KINNERTON COMMUNITY COUNCIL  
MINUTES OF THE ANNUAL MEETING HELD ON THURSDAY 21<sup>st</sup> MAY  
2026 COMMENCING AT 6.30 P.M.**

Present: Cllrs. M. King (Chair), M. Allport, J Cooper, P Cottam, J. Swash, K Armstrong-Braun, F Turrisi  
Also Present: Dewi Jones (Clerk), Liz Corner (Advisor).

**1. ELECTION OF CHAIR**

**Resolved to elect Councillor J Swash as Chair (Unanimous)**

Councillor Swash chaired the meeting from this point.

**2. ELECTION OF VICE CHAIR**

**Resolved to elect Councillor P Cottam as Vice-Chair (Unanimous)**

**3. APOLOGIES FOR ABSENCE / REASON GIVEN**

None

**4. DECLARATIONS OF INTEREST**

Councillors received advice from the clerk that they did not need to declare an interest when voting on the schedule of payment as allowances were a statutory payment.

No interests declared.

**5. MINUTES**

**Resolved to accept the following minutes as a correct record.**

- **Full Council Meeting 17/03/26 (Unanimous with one abstention)**

It was noted that staffing pressures meant the minutes of the extra ordinary meeting held on 12th May had not been finalised, and would be available for approval at the June meeting.

**6. UPDATES FROM THE MINUTES OF THE PREVIOUS MEETING**

- Flintshire County Council (FCC) have confirmed that no request was received for an election and thus Council can move to co-opt to the vacant seat.
- Documents for internal audit will be uploaded to the portal by 11th of June and it is expected that the result of audit will be available in time to complete the governance statement at the meeting on 25th of June.
- Subject to the above, dates for public inspection have been set for 20 working days from the 6th of July. Full Audit papers will be submitted to Archwilio Cymru on 7th August 2026.
- The embankment bench has been installed.

**7. MEMBER CODE OF CONDUCT**

**Resolved to adopt the code of conduct as presented with the agenda (Unanimous).**

**8. STANDING ORDERS**

**Resolved to adopt the standing orders as presented with the agenda (Unanimous).**

**9. FINANCIAL REGULATIONS**

**Resolved to adopt the financial regulations as presented with the agenda (Unanimous).**

**10. FINANCIAL RESERVES AND PROCUREMENT FRAUD PROCEDURE**

**Resolved to adopt the above as presented with the agenda (Unanimous).**

**11. CORRESPONDENCE**

None

**12. COUNCIL POLICIES**

With the following minor corrections, to be made by the clerk.

- Complaints Policy, Change year from 2025 to 2026
- Model Publication Scheme, Change contact email address to that of the new clerk.

**Resolved to adopt the policies as presented with the agenda (Unanimous).**

### **13. ACCOUNTS FOR PAYMENT**

Resolved to receive the schedule of payments as presented with the agenda, and authorise payments as required (Unanimous).

### **14. REPORTS IN RELATION TO**

#### **COMMUNITY**

Liz Corner had spoken with the Scouts and Dragon Sports to ensure both will be able to use the scout hut. Dragon sports will begin on 20th of July for 4 weeks. Councillor F Turrisi agreed to be an in-village contact for both as neither Liz nor Dewi lived in the village.

#### **COMMERCE / GOVERNANCE**

Resolved to approve the accounts for 2025-26 as presented with the agenda (Unanimous).

It was explained that staffing pressures had meant the budget report was not available to approve at this meeting. The expectation is that the 2026-27 accounts will be up to date and a budget report available at the June meeting.

For the same reason, the annual report is not ready for inspection / approval. The report will be placed before a future meeting of the Council.

Resolved that Council will usually meet at 6.30pm on the second Thursday of every month, but that the June meeting will be held on 25/6/26 (Unanimous).

Resolved to move to fill by co-option the vacant seat on the Council. And for the clerk to make the necessary arrangements (Unanimous).

Resolved that a task and finish working group be established to recruit a new permanent clerk. Group to report to Full Council and appointment to be subject to Full Council approval. The group will comprise Councillors King, Turrisi, Swash and Cottam as well as Dewi Jones the Locum Clerk (Unanimous).

#### **COMMUNICATION**

Councillors will bring a motion to an extra ordinary meeting of council in relation to newsletter production and advertising.

#### **PLANNING**

No application received.

### **15. CHARIMANS REPORT**

The new chairman thanked councillors for his election and looked forward to the year ahead.

### **16. REPORTS FROM MEMBERS**

Councillor Allport asked that members report to him any overflowing dog waste bins or problem areas for dog fouling so that he could ensure FCC respond to them.

Councillor Armstrong-Braun reported of an obstruction on bridleway 21 and that he was attempting to get the FCC rights of way officer to resolve the situation. Photos and location will be circulated to other councillors so that they are aware of the situation.

### **17. DATE OF NEXT MEETING**

25/6/26 at 6.30pm.