

# Hope Community Council

## Minutes of the Annual Meeting held at the War Memorial Institute, Penyffordd on Wednesday 4<sup>th</sup> May 2016

**Present:** Councillor Mr PR Pemberton, (Chairman) and Councillors Mrs C Cunnah, P Evans, B Hughes, EA Parsonage, C Shone, P Smith, Mrs SL Davies, Mrs MD Williams, I Sumpter and Mrs A Williams

**In attendance:** Mrs S Hughes Clerk and Responsible Financial Officer.

Due to unforeseen circumstances at Heulwen Community Centre the meeting was relocated to Penyffordd War Memorial Institute.

### 1. Apologies for Absence

Apologies for absence were received from Councillors Mrs L Griffiths and Mr A Parry.

### 2. Election of Chairman 2016/17

The current Chairman Mr P Pemberton thanked the Council for their support over the last year and asked that the support continue for the 2016/17 Chairman.

The Chairman invited nominations for the election of Chairman of the Council for 2016/17.

**RESOLVED:** that Councillor Mrs S L Davies be elected Chairman of the Council for 2016/17. Councillor Davies took the Chair, made and signed the declaration of acceptance of office and thanked Councillors for their support.

### 3. Appointment of Vice Chairman 2016/17

The Chairman invited nominations for the election of Vice Chairman of the Council for 2016/17.

**RESOLVED:** that Councillor Mrs C Cunnah be appointed Vice-Chairman of the Council for 2016/17. Councillor Mrs Cunnah made and signed the declaration of acceptance of office.

### 4. Standing Committees

**RESOLVED:**

- a) that standing committees of the Council for 2016/17 be designated as follows:-
  - (i) Planning and Highways
  - (ii) Leisure and Environment
  - (iii) Finance
  
- b) that the Chairmen of the above standing committees be appointed as follows:
  - (i) Planning and Highways – Councillor Mr C Shone.
  - (ii) Leisure and Environment – Councillor Mrs M Williams.
  - (iii) Finance - Councillor Mrs C Cunnah.

### 5. Polices and Procedure Documents

The following policies and procedures were circulated to the Council prior to the meeting.

- Model Code of Conduct (revised)
- Financial Regulations (revised)
- Standing Orders

- Internal Financial Controls
- Investment Statement
- Formal Risk Assessment
- Complaints Procedure
- Data Protection Policy
- Freedom of Information Scheme

Welsh Government has amended the national model by:

- Deleting the obligation to report perceived breaches to the Public Services Ombudsman for Wales (PSOW).
- Deleting the need to declare an interest where there is a possible/perceived conflict of interest between ward duties and the legal responsibilities of the Council.
- Requiring town and community councillors to notify their clerk (not the County Council's Monitoring Officer) of interests declared at meetings.

The Clerk informed the Council that following any amendments to the code the Council must under section 51 Local Government Act 2000:

- (i) advertise the fact in a local newspaper;
- (ii) make a copy available for inspection; and
- (iii) notify the Public Services Ombudsman for Wales

**RESOLVED:** the Council reviewed, approved and adopted the above documents. The Clerk will inform the Chief Officer of Governance of the adopted Code of Conduct and he will include in the County Councils advert in the local newspaper and she will also notify the Public Services Ombudsman.

## 6. Asset Register

The Asset Register was reviewed by the Council. Cllr Sumpter advised that the 18 x sets of Christmas Lights were no longer functional.

**RESOLVED:** that the 18 x sets of Christmas Lights (£3,200) be recorded as disposed and the Asset Register approved by the Council.

## 7. Community Council Annual Insurance Policy

The Annual Insurance Renewal was received from Zurich with an annual premium of £449.78.

**RESOLVED:** the Council approved the above and requested the Clerk to process the renewal.

## 8. Meeting Dates

To following dates were reviewed for the 2016/2017 meetings:

1 June 2016	6 July 2016	7 September 2016	5 October 2016
2 November 2016	7 December 2016	4 January 2017	1 February 2017
1 March 2017	5 April 2017	3 May 2017	

**RESOLVED:** for the above to be the dates of the 2016/17 Council Meetings.

Chairman: ..... 1<sup>st</sup> June 2016

# Hope Community Council

## Minutes of the Meeting held at the War Memorial Institute, Penyffordd on Wednesday 4<sup>th</sup> May 2016.

**Present:** Councillor Mrs SL Davies (Chairman) and Councillors Mr PR Pemberton, Mrs C Cunnah, P Evans, B Hughes, EA Parsonage, C Shone, P Smith, Mrs MD Williams, I Sumpter and Mrs A Williams

**In Attendance:** Mrs S Hughes Clerk and Responsible Financial Officer.

### 9. Apologies for Absence

Apologies for absence were received from Councillors Mrs L Griffiths and Mr A Parry.

### 10. Declarations Of Interest

A Declaration of Interest was received from Councillor P Smith in relation to Agenda Item: 10.

**RESOLVED:** Cllr Smith completed a Declaration of Interest. Cllr Smith would leave the room whilst this item was discussed.

### 11. Chairman's Announcements

The Chairman advised that Mr A Rushton had wished to express his thanks for the gifts and kind words received following his retirement as Clerk and Responsible Financial Officer.

### 12. Minutes of Council

**RESOLVED:** the Minutes of the Meeting of the Council held on 6<sup>th</sup> April 2016, be approved as a correct record and signed, by the Chairman.

### 13. Visitors to Meeting

There were no visitors to the meeting.

### 14. Matters Arising

**Min 298** – Cllr P Smith reported to the Council on his attendance of the Community Transport Workshop he attended on 26<sup>th</sup> April 2016.

**RESOLVED:** the Council wish the Clerk to invite Kate Wilby, Transportation (FCC) and the elected Welsh Assembly Member to the June Meeting to discuss Community Transport.

### 15. Minutes of Committees

**RESOLVED:** the minutes of the following standing committees be approved and adopted and confirmed as a correct record.

- (i) Planning and Highways – 6<sup>th</sup> April 2016.
- (ii) Leisure and Environment – 6<sup>th</sup> April 2016.
- (iii) Finance – 6<sup>th</sup> April 2016.

### 16. Annual Return for the Year Ending 31<sup>st</sup> March 201

The Clerk reported that the Internal Audit had been completed by JDH Business Services with the following recommendation:

- i. The £5000 is earmarked for conservation works and therefore should be disclosed as an earmarked reserve when reporting the year end financial position to council and general reserves reduced accordingly.

**RESOLVED:** the Council approved the Annual Return for the Year Ending 31<sup>st</sup> March 2016 which was signed by the Clerk/RFO and Chair. The Clerk will display the Notice of Appointment of Date for the Exercise of Electors Rights from 30<sup>th</sup> May 2016 to 12 June 2016. The documents will then be made available for inspection between 13<sup>th</sup> June to 8<sup>th</sup> July 2016.

#### **17. HSBC Bank Mandate**

The Clerk presented to the Council a bank mandate instructing the removal of Mr A Rushton and the addition of Mrs S Hughes.

**RESOLVED:** the mandate was approved and signed by two signatories.

#### **18. Vacancy for Councillor Caergwrle Ward**

Cllr P Smith left the room.

The Clerk reported that only one application had been received for the vacancy which had been circulated to all Councillors. This was reviewed and the Council voted.

**RESOLVED:** the vacancy be offered to Ms S Waterhouse. The Clerk will contact Ms Waterhouse with details for the June Meeting where she will be required to complete the Declaration of Acceptance of Office.

Cllr P Smith returned.

#### **19. Community Transfer of Hope Library**

Cllr Cunnah informed that following the resolution on Minute 301 obviously the Library were disappointed. The Chairman of Friends of Hope Community Library (FHCL) will write to the Council providing details of why the money is needed and what the money would be spent on.

Currently FHCL have been successful in securing approximately 30 volunteers to assist with the running of the library, however, they still need to secure the post of a paid Librarian to cover school holidays.

#### **20. Relationship with Arriva Trains – Grants to Local Communities**

This item had been requested by Cllr P Smith. He informed the Council of grants available through Arriva Trains. These are available to local communities within Arriva's transport links.

#### **21. Future Agenda Items**

- The consider an Accountant to process the monthly payroll.
- Youth Club – Castell Alun High School.

#### **22. Members Items**

- Cllr Pemberton highlighted the continued problem with litter outside of the Castle Inn.  
**RESOLVED:** the Clerk will contact Mike Eastwood, Streetscene.
- The Chair informed the Council of an incident that occurred on Tudor Court, whereby it took an ambulance 45mins to locate a house on Llys Lowrie as Taylor Wimpy have not installed street signs. This has been raised this with FCC who are looking into it further.

- The Section 106 money due from Taylor Wimpy in regards to Tudor Court was also raised as this has not yet been received.  
**RESOLVED:** the Clerk will request information on when this money is due to be received.

### 23. Correspondence

The following was received and noted:

- Police Report
- OVW – Charing Skills Training on 12<sup>th</sup> May 2016.

Chairman: ..... 1<sup>st</sup> June 2016

# Hope Community Council

## Minutes of a Meeting of the Planning and Highways Committee held at War Memorial Institute, Penyffordd on Wednesday 4<sup>th</sup> May 2016.

**Present:** Councillor C Shone (Chairman) and Councillors Mrs SL Davies, Mr PR Pemberton, Mrs C Cunnah, P Evans, B Hughes, EA Parsonage, P Smith, Mrs MD Williams, I Sumpter and Mrs A Williams

**In Attendance:** Mrs S Hughes Clerk and Responsible Financial Officer.

### 24. Apologies for Absence

Apologies for absence were received from Councillors Mrs L Griffiths and Mr A Parry.

### 25. Declarations of Interest

There were no Declarations of Interest received.

### 26. Minutes

**RESOLVED:** that the Chairman be authorised to sign the minutes of the previous meeting of the Committee held on 6<sup>th</sup> April 2016.

### 27. Matters Arising

**Minute 312** – the Clerk will invite Mr Andrew Farrow Chief Planning Officer to a future meeting of the Council to talk about the role of the Community Council in the planning consultation process.

### 28. Street Lighting/Shop Fronts – Caergwrle Village

This item was made at the request of Cllr Cunnah, however, this was not discussed as further details are being sort after at this stage.

### 29. Planning Applications

(a) The Committee considered planning applications received as follows:

- (i) Ref : 053853 – Erection of sports pavilion. Castell Alun High School, Fagl Lane, Hope.
- (ii) Ref: 055176 – Erection of two-storey extension to side dwelling. Talwrn Cottage, Higher Kinnerton, Chester.
- (iii) Ref: 055159 – Display of 2no. monolith signs. Rhyddyn Farm, Bridge End, Caergwrle.

**RESOLVED:**

- (i) that application Ref : 053853 be opposed with a majority vote on the grounds that the size of the pavilion is too large.
- (ii) that applications Ref: 055176 and Ref: 055159 be supported.

(b) The following applications which had been determined by Flintshire County Council were reported:

- (i) Ref: 054615 – Erection of no.4 dwellings (starter homes). Rhyddyn Farm, Bridge End, Caergwrle; Refused-Departure.
- (ii) Ref: 054615 – Removal of derelict storage building and construction of new office building. Sandy Brook Farm, Grange Farm, Sandy Lane, Higher Kinnerton. Refused.

**30. Highway Matters**

No items to report.

Chairman: ..... 1<sup>st</sup> June 2016

# Hope Community Council

## Minutes of a Meeting of the Leisure and Environment Committee held at the War Memorial Institute, Penyffordd on Wednesday 4<sup>th</sup> May 2016.

**Present:** Councillor Mrs MD Williams (Chairman) and Councillors Mrs SL Davies, Mr PR Pemberton, Mrs C Cunah, P Evans, B Hughes, EA Parsonage, C Shone, P Smith, I Sumpter and Mrs A Williams

**In Attendance:** Mrs S Hughes Clerk and Responsible Financial Officer.

### 31. Apologies for Absence

Apologies for absence were received from Councillors Mrs L Griffiths and Mr A Parry.

### 32. Declarations of Interest

There were no Declarations of Interest received.

### 33. Minutes

**RESOLVED:** that the Chairman be authorised to sign the minutes of the previous meeting of the committee held on 6<sup>th</sup> April 2016.

### 34. Matters Arising

There were no matters arising.

### 35. Willow Playing Field

The Clerk has requested a site meeting with Mr Alan Roberts, FCC to gain an update with regards to outstanding works.

**RESOLVED:** the Chairman and Cllr Parsonage will also attend this meeting. The Clerk will co-ordinate a mutually convenient time and date.

### 36. Crossways Play Area Abermorddu

No issues reported.

### 37. Caergwrle Castle

Cllrs Pemberton and B Hughes have visited the site and informed the Council that progress is being made. There are plans to create a 'window' to the Castle to enable it to be seen from the village and to continue with a general tidy up of the area.

Cllr Pemberton highlighted despite previous requests, to date no report has been received from Mr Will Davies (CADW) following his site visit towards the end of 2015.

Cllr P Smith questioned why Caergwrle Castle has not been included on the CADW Map of Wales and asked whether the Castle is even being promoted?

**RESOLVED:** the Clerk will contact Mr Davies to ascertain timescales of the report and also write to CADW with regards to promotion of the Castle.

Chairman: ..... 1<sup>st</sup> June 2016



# Hope Community Council

## Minutes of a Meeting of the Finance Committee held at the War Memorial Institute, Penyffordd on Wednesday 4<sup>th</sup> May 2016

**Present:** Councillor Mrs C Cunnah (Chairman) and Councillors Mrs SL Davies, Mr PR Pemberton, P Evans, B Hughes, EA Parsonage, C Shone, P Smith, Mrs MD Williams, I Sumpter and Mrs A Williams

**In Attendance:** Mrs S Hughes Clerk and Responsible Financial Officer.

### 1. Apologies for Absence

Apologies for absence were received from Councillors Mrs L Griffiths and Mr A Parry.

### 2. Declarations of Interest

There were no Declarations of Interest received.

### 3. Minutes

**RESOLVED:** that the Chairman be authorised to sign the minutes of the previous meeting of the committee held on 6<sup>th</sup> April 2016.

### 4. Matters Arising

There were no matters arising.

### 5. Payments

Welsh Border Community Transport	Financial Support	£1,000.00
JDH Business Services Ltd	2015/16 Internal Audit	£150.00
Information Commissioner's Office	Annual Registration Fee	£35.00
Staff Costs	April Wages & Gratuity	£3499.80
Staff Expenses	April Expenses	£146.22
Flintshire County Council	Fencing - Queensway Play Area	£580.00
Bagillt Web Design	Website Maintenance 1.4.16-31.3.2017	£180.00
Scottish Power	Electricity Charges 29.2.16 - 31.03.16	£533.84
Flintshire County Council	Annual Rent - Playing Field (rear of Ysgol Estyn)	£59.33

**RESOLVED:** that the above payments up to and including 4<sup>th</sup> May 2016 be approved.

The meetings began at 6.30pm and ended at 8.10pm.

Chairman: ..... 1<sup>st</sup> June 2016