

Hope Community Council

Minutes of the Meeting held at Heulwen Community Centre, Hope on Wednesday 3rd April 2019.

Present: Councillors Mrs C Cunnah (Chairman), Mrs J Hilton, Mrs L Davies, Mrs M Williams, Mr A Parry, Dr R Parsonage, Mr D Roberts, Mr B Hughes, Mrs S Waterhouse, Mrs C Olsen, Mr D Healey and Mr A Parsonage

Absent:

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

348. Apologies for Absence

Apologies were received from Cllrs. Mr H Manning and Mrs C Sheibani.

349. Declarations Of Interest

There were no Declarations of Interest received.

350. Public Questions

There were no public questions received.

351. Chairman's Announcements

The Chairman had no announcements.

352. Minutes of Council

RESOLVED: the Minutes of the Meeting of the Council held on 6th March 2019, be approved as a correct record and signed by the Chair.

353. Visitors to Meeting

PCSO P Jones was unable to attend but supplied the council with an updated Police Report.

Cllr Parry expressed disappointment that no traffic related incidents are included in the police report and it is important that the police are seen to be proactive. Cllr Healey referred to a previous Police Meeting which he attended where it was reported that the main priority of the police at present are matters such as modern day slavery, drugs, domestic abuse.

Cllr Davies reported that there had been a parking issue on Llwyn Eglwys whereby there had been double parking on the road during school pick up time and the road was blocked. She had contacted PCSO Jones who was able to attend. This incident was not included in his report.

RESOLVED: the Council will write to PCSO Jones to request that any traffic/parking related incidents are also included in his monthly report.

354. Matters Arising

Min 316/160 – the Caergwrle defibrillator has been purchased from Welsh Hearts with an estimated delivery of 3 weeks.

RESOLVED: the report was received and noted.

355. 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 – 6th March 2019.
- (ii) Leisure and Environment – 6th March 2019.
- (iii) Finance – 6th March 2019.

356. Accounts for the Year Ended 31st March 2019

All documents were provided to members in advance of the meeting for them to be fully reviewed. Copies are attached to the minutes.

- i. Cllr Healey asked for confirmation whether Park in the Past had actually received a grant as it was not detailed in the S137 summary. The Clerk advised that S137 permits a Community Council to spend on activities for which it has no other specific powers. If a power exists to spend money under other legislation, the council must use that legislation and cannot use S137. Park in the Past and Castell Alun Bowling Club did receive a grant however it has been recorded using a specific power ie recreational facilities. The Supporting Statement was received and approved by the Council.
- ii. (a) The year end budget review/summary, budget monitoring report (copies attached to the minutes) and bank reconciliation was reviewed prior to the meeting. The Chairman asked members if they were any comments or concerns, no comments or concerns were raised and it was approved by the Council.
(b) In order to meet the requirements of the financial regulations and internet banking, it is necessary for a programme of regular checks of standing data with suppliers to be followed. Cllr R Parsonage looked through and certified a number of invoices and payments receipts.
- iii. The Clerk reported that the Internal Audit will be conducted by JDH Business Services Ltd and take place between 15th – 18th April.

RESOLVED:

- i. The Supporting Statement was approved by the Council.
- ii. (a) the Year End Budget Review was approved by the Council and signed by Cllr L Davies
(b) Cllr R Parsonage reviewed and certified a number of invoices in order to meet the requirements of the financial regulations and internet banking.
- iii. The dates of the internal audit was received and noted.

357. Community Engagement

Cllr Hilton provided a verbal report of matters raised during the Community Engagement Event in November 2018.

Parking at Castle Street, parking at Fagl Lane, a need for a free cash point in Hope, the condition of the playground at High Street Caergwrle, CCTV at Sarn Lane play area, facebook for the community council, Bryn Yorkin has no house numbers on the street signs, no lights on Bryn Yorkin Lane, suggestion of a football pitch at the Willows play area.

It was acknowledged that the council have already discussed a couple of the aforementioned and will continue to do so. She apologised that no action sheet had been prepared.

RESOLVED: the above report was received and noted and Cllr Hilton will prepare an Action Plan to present to the council.

358. Training

Information on any training courses were provided to members and should anyone be interested in training they should contact the Clerk.

Cllr Hilton advised she had recently attended the OVW Area Meeting which she found extremely informative and useful and suggested that other Councillors may also wish to attend in the future.

RESOLVED: members to contact the clerk should they wish to attend any training events.

359. Correspondence

- A letter from FCC with regard to the Standards Committee attending Town & Community Council Meetings in November, December and January. A copy of this letter was provided to all members.
- A letter from the Wales Audit Office advising that the current arrangements with external auditors will come to an end in 2020.
- A email & letter received and circulated to members from Mr Evans regarding ‘Access and Equality for Disabled Users - Style Access to Public Footpath to the South Bank of the River Alyn off Sarn Lane. A copy of this letter was provided to all members.
RESOLVED: the contents of the letter will be passed to FCC Rights of Way.
- The updated Service Legal Agreement has been received from Clwyd Pension Fund and the Clerk has completed and returned.
- An email from the Institute of Welsh Affairs and OVW asking for the council's help in generating content for a new website called Understanding Welsh Places (UWP). The new website will be launched in the summer of 2019 and will feature statistical data and other information about more than 300 Welsh towns and communities. They have asked the council to draft a short narrative description of our area to feature on the website.
RESOLVED: Cllr Cunnah agreed that she will respond.

360. Future Agenda Items

- Cllr Hilton informed the Council of funding available through the Big Lottery Grant and requested for this to be included on the agenda for the council to consider applying.

Cllr Roberts informed the council of a recent charity race night which he provided for Abermorddu School and wished to express how well-mannered and excellently behaved the children were.

Chairman: 1st May 2019

Hope Community Council - Summary Accounts
2018/19 Financial Year

Income

	Actual	Anticipated	Difference
Precept	85,000.00	85,000.00	0.00
Bank Interest	139.93	25.00	114.93
Refunds/Other	5,000.00	0.00	5,000.00
Grant Returned	0.00	0.00	0.00
Defib - Fundraising	3,020.88	0.00	3,020.88
VAT Refund	3,713.57	3,713.57	0.00
Total	96,874.38	88,738.57	8,135.81

Expenditure

	Actual	Agreed Spend	Balance
Leisure & Environment Committee			
Summer Play Scheme	2,220.00	1,800.00	-420.00
Enviro Improvements/Play Grounds	879.93	13,200.00	12,320.07
Caergwrle Castle	3,354.00	15,000.00	11,646.00
L&E Misc/Reserved - Crossways Match Funding	0.00	10,000.00	10,000.00
L&E Misc/Reserved - Caergwrle Castle	0.00	9,287.00	9,287.00
Planning & Highways Committee			
Bus Shelters	0.00	0.00	0.00
Street Lighting Supply	4,582.08	5,000.00	417.92
Street Lighting Maintenance	4,557.45	26,000.00	21,442.55
Christmas Lights	13,185.98	10,000.00	-3,185.98
CCTV	0.00	1,000.00	1,000.00
P&H Misc/Reserved - Street Light Upgrade	0.00	13,866.50	13,866.50
Finance Committee			
Staffing costs (salaries, pensions, ni, paye)	8,875.84	8,511.00	-364.84
General Admin (inc 2 x defibs)	8,736.85	4,727.00	-4,009.85
Grants	2,950.00	3,000.00	50.00
Election Costs	0.00	500.00	500.00
Chairman's Allowance & Cllrs Expenses	3,390.60	2,700.00	-690.60
Training	160.00	1,500.00	1,340.00
Fin Misc/Reserved - Noticeboard	300.00	795.00	495.00
Total	53,192.73	126,886.50	73,693.77

Current Summary

Bank Balance as at 31 March 2018	55,956.25
Total Expenditure	53,192.73
Total Income	96,874.38
Balance as at 31 March 2019	99,637.90
VAT Costs for 2018/19 Financial Year	2,955.17

Year End Summary (prediction)

Balance c/f as at 31 March 2018	55,956.25
Receipts for 2018/19	96,874.38
Total Receipts	152,830.63
Total Expenditure	53,192.73
Gross Balance as at 31 March 2019	99,637.90
Reserved - Caergwrle Castle (grant)	5,000.00
Reserved - Caergwrle Castle	15,933.00
Reserved - Street Lighting (ongoing upgrades)	35,309.05
Reserved - Crossways Match Funding (approved 2017/18)	15,000.00
Reserved - Crossways Match Funding (approved 2018/19)	5,000.00
Reserved - High Street Match Funding (approved 2018/19)	5,000.00
Reserved - Community Noticeboard	495.00
Net Balance as at 31 March 2019	17,900.85

Finance Committee - Year End 31st March 2019

Current Acc Bal B/f					3,732.27		
Date Cashed	Cheque No	Payee	Details	Amount	Unpresented Cheques		
				Total	3,732.27		
				Actual Balance Carried Forward	3,732.27	£3,732.27 Bank Statement Balance	
				95,905.63			
Deposit Acc Bal B/f					Amount		
Date	Type						
				Total	95,905.63		
				Balance Carried Forward	95,905.63		
				Total Balance of All Accounts	99,637.90	£95,905.63 Bank Statement Balance	
						£99,637.90 Total Balance inc Unpaid Chqs	

Balances

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Overview of balances

Please select an 'Account number' to view more details on the account balance.

Balances are as at: 29 Mar 2019 15:48:33

Account name	Account type	Sort code	Account number	Balances
HOPE CC	BMM ACCOUNT	401601	11084046	GBP 0.00
HOPE C C	COMMUNITY	401601	31082426	GBP 3732.27
HOPE CC	BMM ACCOUNT	401601	51084054	GBP 95905.63

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Image showing Hope Community Council Summary of Accounts 2018 / 2019.
Inclusive of:

- Income and Expenditure
- Current Summary
- Year End Summary (prediction)
- Balance carried forward
- Overview of Balances

HOPE COMMUNITY COUNCIL ESTIMATES 2018/19				
Committee/Budget Head	Budget 2018/19	Actual to Date 31-Mar-19	Available Balance	
Leisure and Environment Committee				
1.1 Summer play scheme	£1,800	£2,220.00	-£420.00	
1.2 Environ imp/plygrnd	£13,200	£879.93	£12,320.07	
1.3 Caergwrl Castle	£15,000	£3,354.00	£11,646.00	
1.4 L&E Misc/Reserved - Crossways Match Funding	£15,000	£0.00	£15,000.00	
1.5 L&E Misc/Reserved - Caergwrl Castle	£9,287	£0.00	£9,287.00	
Total	£54,287	£6,453.93	£47,833.07	
Planning and Highways Committee				
2.1 Bus shelters	£0	£0.00	£0.00	
2.2 Street lighting – supply	£5,000	£4,582.08	£417.92	
2.3 Street lighting – maint (inspections & repairs)	£26,000	£4,557.45	£21,442.55	
2.4 Christmas lights	£10,000	£13,185.98	-£3,185.98	
2.5 CCTV Cameras	£1,000	£0.00	£1,000.00	
2.6 P&H Misc/Reserved - Street Light Upgrade	£13,867	£0.00	£13,866.50	
Total	£55,867	£22,325.51	£33,540.99	
Finance Committee				
3.1 Salaries and N.I. (& payroll fees)	£7,524	£7,933.95	-£409.95	
3.2 Pension/gratuity	£987	£941.89	£45.11	
3.3 Expenses - Clerk Travel (Gen Admin)	£150	£150.73	-£0.73	
3.4 Telephone (Gen Admin)	£0	£0.00	£0.00	
3.5 Audit fees (Gen Admin)	£500	£393.60	£106.40	
3.6 Chain / honours board (Gen Admin)	£100	£945.45	-£845.45	
3.7 Stationery & equipment (Gen Admin)	£450	£314.88	£135.12	
3.8 Computer & maint. (Gen Admin)	£500	£669.60	-£169.60	
3.9 Petty cash (Gen Admin)	£0	£0.00	£0.00	
3.11 Insurance (Gen Admin)	£650	£624.93	£25.07	
3.12 Subscriptions (Gen Admin)	£700	£708.00	-£8.00	
3.13 Photocopier (Gen Admin)	£200	£192.00	£8.00	
3.14 Election expenses	£500	£0.00	£500.00	
3.15 Office costs (Gen Admin)	£1,177	£1,198.28	-£21.28	
3.16 Grants	£3,000	£2,950.00	£50.00	
3.17 Chairman's allowance/Cllr Exp	£2,700	£3,390.60	-£690.60	
3.18 Council website (Gen Admin)	£300	£332.50	-£32.50	
3.19 Training	£1,500	£160.00	£1,340.00	
3.21 Fin Misc/Reserved - Noticeboard	£795	£300.00	£495.00	
3.22 Defib (gen admin)		£3,206.88	-£3,206.88	
			£0.00	
Total	£21,733	£24,413.29	-£2,680.29	
Summary				
Leisure and environment <i>(incs £19287 reserves)</i>	£54,287	£6,453.93	£47,833.07	
Planning and Highways <i>(incs £13866.50 reserves)</i>	£55,867	£22,325.51	£33,540.99	
Finance <i>(incs £795 reserves)</i>	£21,733	£24,413.29	-£2,680.29	
Total	£131,887	£53,192.73	£78,693.77	

Notes on the Year End Estimates 2018/19

- 1.1 Although it shows an overspend, the council did actually receive a grant from FCC for £911.
- 1.2 Shows that the council are significantly under budget, however £10,000 has been allocated to play area match funding and will be held in reserves (£5k Crossways and £5k High Street). Crossways £5k will be spent summer 2019. The £5k for the High Street play area improvement will be held until additional funds are secured to undertake the work.
- 1.3 Caution has been applied to the spending whilst there were ongoing talks with Cadw taking the castle into guardianship. The partnership agreement with Cadw is near completion and it has been identified that as part of the agreement the council will be required to bring the grounds up to Cadw's standard and therefore will require additional investment. Any unspent funds will be held in reserves to allow for these works which will be undertaken over approx. the next 5 years.
- 1.4 This is money from the council and FCC for the Crossways play area improvements which are due to be completed summer 2019.
- 2.3 & 2.6 FCC have advised that they have commenced the upgrades of the street light columns and the Clerk is awaiting a report and invoice.
- 2.4 Report shows an overspend, however this does include £2178.98 vat which will be reclaimed.
- 3.1 Over budget due to salary increase an Class 1A NIC payment relating to Home Allowance being paid via payroll.
- 3.6 An overspend this year as the Chain of Office was fully refurbished.
- 3.8 Overspend was due to the GDPR and the Council appointing Microshade to provide IT & Data Controller services.
- 3.17 This includes expenses from the Chairman attending the Royal Garden party and also was the first year of Members Allowances and Senior Role Payments. The council had budgeted £3000 for 2018/19 which on reflection should have actually been higher to cover all potential costs.
- 3.22 Shows a significant over spend, however, the community had a number of fund raising events to contribute the majority of the cost.

Hope Community Council

Minutes of a Meeting of the Planning and Highways Committee held at Heulwen Community Centre, Hope on Wednesday 3rd April 2019.

Present: Councillors Mrs L Davies (Committee Chair), Mrs C Cunnah (Chairman of the Council), Mrs J Hilton, Mrs M Williams, Mr A Parry, Dr R Parsonage, Mr D Roberts, Mr B Hughes, Mrs S Waterhouse, Mrs C Olsen, Mr D Healey and Mr A Parsonage.

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

361. Apologies for Absence

Apologies were received from Cllrs Mr H Manning and Mrs C Sheibani.

362. Declarations of Interest

There were no Declarations of Interest received.

363. Minutes

RESOLVED: the Chairman be authorised to sign the minutes of the previous meeting of the committee held on 6th March 2019.

364. Matters Arising

Min 328 – a letter was sent to FCC (Steve Jones, Andrew Farrow & Anthony Stanford) on 11th March with regard to the concern of residents installing temporary dropped kerbs. No response has been received to date.

Min 329 – the Clerk wrote to Cty Cllr G Healey with regard to the Willows Car Park and received a response which was circulated to all members. She completely agrees with the request that the Willow car park be resurfaced and is pressing FCC. Cllr D Healey advised that the work undertaken at Heulwen Close was from capital funds which is to be only used on social housing. They have been chasing the FCC Legal Dept to seek clarification on ownership of the car park with no avail. They are now pursuing Ian Williams FCC Streetscene to ascertain if the resurfacing of the car park can be undertaken from the revenue funds.

RESOLVED: the above was received and noted.

365. Planning Applications

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

- i. Ref: 059608. Demolition of existing conservatory and provision of 2 single storey extensions – one to the north and one to the south of the existing property. Atcherley Cottage, Hope Mountain, Caergwrle. **Supported.** Cllr A Parsonage informed the council that there is a public footpath which runs through the land which will not be impacted.
- ii. Ref: 059576. Erection of storage building and small office and running of car storage business. Glenfield Middle Lane, Higher Kinnerton. **Objection due to the access being via a bridle path which will have a detrimental impact on the bridle path and the users. This application is also not in keeping with the agricultural surroundings.**

RESOLVED: the above comments will be reported to Flintshire County Council Planning.

- iii. Notification received that Ref: 059428. Erection of detached dwelling and garage (retrospective). The Spinney Huxleys Lane, Hope will be heard at the FCC Planning & Development Committee Meeting on Wednesday 3rd April.
Cllr Davies attended and spoke at the above meeting and provided the following report: the retrospective application was unanimously refused. The Planning Officer had said that the only matters which could be objected was that the house was 20cm higher and the garage was 1.2m higher. The windows and glass facing

the neighbouring property would have to be obscured glass and non opening windows. The question was asked as to why this had not been picked up earlier by Building Control and the response was that the Building Control was an external private company and there is no duty on them to view the plans. FCC will be investigating their Planning Enforcement Strategy.

RESOLVED: the above report was received and noted. Cllr Cunnah thanked Cllr Davies for her attendance.

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

- i. Ref: 059429. Construction of two storey rear extension. 1 Fernleigh Villas, Hawarden Road, Caergwrle. **Approved**
- ii. Ref: 059407. Erection of stable block with tack room and food store. Land at, 2 Pant Cottage, Pentre Lane, Hope Mountain, Caergwrle. **Approved**
- iii. Ref: 059142. Erection of agricultural workers dwelling. Wood Farm, Sandy Lane, Higher Kinnerton. **Approved**
- iv. Ref: 059372. Application for the approval of details reserved by condition nos. 3 (materials), 4 (site levels and finished floor levels) and 5 (landscaping) attached to planning permission ref. 058910. 6 Rhyddyn Hill, Caergwrle. **Approved**
- v. Ref: 059374. Demolition of existing conservatory and erection of single storey sun room. 2 Tudor Court, Hope. **Approved**

RESOLVED: the above be received and noted.

366. Highway Matters

Cllrs Parry and Olsen wished to raise an observation with regard to the address of planning ref: 059429 which states it is in Caergwrle when in fact it is in Abermorddu. They expressed concern that postal addresses, utilities, emergency services have incorrect information for example for addresses within Hawarden Road and Wrexham Road which cross Hope, Caergwrle and Abermorddu.

Cllr Olsen advised that she has previously attempted to raise this matter of concern with FCC without success.

RESOLVED: the council will write to FCC Planning to make a request to ensure that all postal addresses are recorded correctly.

Chairman: 1st May 2019

Hope Community Council

Minutes of a Meeting of the Leisure and Environment Committee held at Heulwen Community Centre, Hope on Wednesday 3rd April 2019.

Present: Councillors Mrs M Williams (Committee Chairman), Mrs C Cunnah (Chairman of the Council), Mrs J Hilton, Mrs L Davies, Mr A Parry, Dr R Parsonage, Mr D Roberts, Mr B Hughes, Mrs S Waterhouse, Mrs C Olsen, Mr D Healey and Mr A Parsonage.

Absent:

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

367. Apologies for Absence

Apologies were received from Cllrs Mr H Manning and Mrs C Sheibani.

368. Declarations of Interest

There were no Declarations of Interest received.

369. Minutes

RESOLVED: the Chairman be authorised to sign the minutes of the previous meeting of the committee held on 6th March 2019.

370. Matters Arising

Cllr Parsonage advised that the refurbishment work has been completed on the Millennium Maps and the recently purchased second hand bench is near completion and will be ready to be installed at Caergwrle Castle imminently.

RESOLVED: the above was received and noted.

371. Playing Fields

- i. Cllr Williams had informed the Clerk that there were repair works needed on the fencing at Queensway which has been reported to FCC. Richard Roberts has advised that there are 22 posts and 4 rails that require attention and that he would propose a phased replacement of metal fencing. He will look at obtaining estimates for both wooden and metal fencing. This would be at the costs of the Community Council as we are responsible for this play area. Concerns were raised regarding the potential cost of this repair work which has not necessarily been budgeted for. RR would be happy to have a site meeting to discuss further. He also reported that the wetpour surfacing under the swings require replacing
- ii. Cllr Williams has also been approached by residents requesting the installation of a bench at Sarn Lane play area which she had spoken to Richard Roberts about. He agreed that should the council wish, they could use some of the funds from the 2018/19 FCC match funding.

Cllr Healey wished to bring to the council's attention information which he was aware of that could impact the location of the bench. FCC are looking to make parking improvements to Meadow Crescent which could result in FCC acquiring a small section of the play area land.

Cllr Hilton questioned who maintained the Caergwrle High Street play area which Cllr Williams advised it was FCC. Cllr Hilton felt that this facility was not being very well maintained. Cllr Waterhouse asked who owns the land at High Street as there had been uncertainty in the past from FCC. Cllr Williams confirmed it was the community council and the Clerk has a copy of the deeds to the land. The Council requested the clerk to seek confirmation from Richard Roberts that he does in fact cover all play areas in respect of Health and Safety Inspections and that the council play areas are covered on the council's insurance.

Cllr Williams provided a report for High Street play area improvements which the council has £10,000. She advised she had spoken with RR and she proposed to obtain costings for the current equipment to be refurbished, the possible replacement of the roundabout and grass matting. This was approved.

RESOLVED:

- i. RR will provide an estimate for the fence repairs and the Clerk and Chair will meet to ascertain if it would be possible to make the repairs over a phased period.
- ii. Quotes will be obtained for the installation of a bench at Sarn Lane play area.

The Clerk will seek confirmation from RR that FCC undertake routine H&S Inspections of all play areas regardless of whether they are county or community owned. She will also make certain that the play areas are covered under the council's insurance policy for public liability.

Estimates will be requested from RR for the refurbishment of the current equipment on the High Street play area together with the replacement of a roundabout and required grass matting.

372. Crossways Play Area Improvements

The Clerk reported that Richard Roberts has confirmed that Hawarden C.C. maintain their own play areas which is why they were able to use Play & Leisure. He is currently liaising with Procurement about a new tender.

He has provided additional Quotes for the three main individual play items from companies that are the market leaders in the playground industry and that have regularly provided a tried and tested quality product and service through FCC's framework. The additional quotes have been provided to the Work Group in order for them to prepare for the consultation. If the council can provide FCC with a decision in May they will aim for installation before the summer holidays.

Cllr Olsen advised that the consultation will take place on Saturday 27th April 2019, 10.00 – 12.00 at Crossways Play Area. This will be promoted on Social Media and also flyers will be delivered to the local residents. The working Group will then present a proposal to the council at the May meeting.

RESOLVED: the above report was received and noted. The Working Group will co-ordinate and hold the consultation and will then prepare a proposal which will be presented at the May meeting.

373. Village Improvements

- i. Quotes from two companies were provided to the Council for consideration. The Clerk advised that as the Council wishes to continue with an unglazed noticeboard, this has actually been harder to source. Quotes for similar like for like boards range from 8x A4 size - £831.50 (inc delivery) to 15xA4 size - £1081 (inc delivery) vat not included.

Due to the costs to replace both boards, the council wished to explore costs for the current boards to be refurbished.

- ii. The Clerk contacted Keep Wales Tidy, Flintshire Project Leader Wendy Jones, with regard to a community litter pick and they have a Spring Clean initiative running and provided a number of available dates. If the Council can co-ordinate with them they will provide advertising, equipment, insurance etc which would be ideal.

Advice was sought from Zurich Insurance should the Council wish to organise the event themselves. This could be covered under public liability, however, there would be an additional cost e.g a 2hr event for 50 people – Sunday 14th April would be £20 approx. Zurich would need to know the following:

- how many numbers (advised to ensure we over estimate attendees)
- what level of attendance
- Confirmation of a risk assessment

One exclusion which could make this event a little difficult is that Zurich state it has to be along a footpath, not down narrow roads or roads without a footpath.

The Council agreed that they will hold an event via Keep Wales Tidy on Monday 6th May 2019, 5.00pm – 7.00pm. Cllrs Olsen and R Parsonage confirmed their attendance. A number of Councillors apologised they would be on holiday and unable to attend and the remaining members advised they would need to confirm at a later date.

The agreed meeting location was uncertain and will be determined asap. Cllr Roberts will speak with the Boys Brigade to request use of their premises.

- iii. As requested the Clerk had provided a draft estimate for employing a Street Operative. It provided costings varying from 8 – 14 hours per week (annual costs £4217.61 - £7380.81). In addition to the staffing the cost the council would need to consider supply the Operative with all the necessary equipment which would be in the region of £700.

Members considered the costings and agreed that as this had not been included on the 2019/20 budget it was not viable at this time and would be considered further when drafting the 2020/21 budget. The Council and members of the public now need to be more proactive and inform FCC of any litter issues.

RESOLVED:

- i. Estimates will be obtained to have both noticeboards refurbished.
- ii. The Council will hold a Spring Clean Litter Pick in conjunction with Keep Wales Tidy on Monday 6th May, 5.00pm-7.00pm. Once this has been confirmed by KWT and the agreed meeting location, the council will promote the event on social media, Keep Wales Tidy Spring Clean website and noticeboards. Cllrs Olsen and R Parsonage have confirmed they will attend.
- iii. The Council will not appoint a Street Operative employee for 2019/20 due to the cost implications, however, this would be considered further for the 2020/21 budget.

** Cllr Parry left the meeting at 8.25pm

374. Caergwrle Castle

- i. Cllrs Cunnah, Hilton and Healey attended a meeting with Cadw on Monday 18th March and provided members with a report. Correspondence was also circulated to all members from Cllr Healey and Cunnah expressing their concerns following the meeting Cadw. Cllr Cunnah explained that although Cadw have agreed to include the moat and rampart they are stating that it will be the responsibility of the community council to maintain all the land, including the section that will be in Cadw's guardianship. The maintenance of the land has to be done to the specification of Cadw which will be to a significantly higher standard than it currently is. This obviously raises great concern to the cost implications this will have on the council.

Cllr Healey advised that Cadw will be installing the Interpretation Boards, however, it will then be the responsibility of the council to maintain them.

Cadw were due to make amendments to the Legal Agreement and Maintenance Schedule and provide the clerk with the updated copies, this is yet to be received.

Members were very concerned about the potential maintenance costs and agreed that the schedule is required as soon as possible in order to obtain estimates and until this is received no further decisions can be made at this point.

- ii. The Clerk advised that in order for the council to sign the Legal Agreement with Cadw the council will need to comply with no.22 of their Standing Orders.
 - 22 Execution and sealing of legal deeds
 - a) A legal deed shall not be executed on behalf of the council unless authorised by a resolution.
 - b) [Subject to standing order 22(a) above, any two councillors may sign, on behalf of the council, any deed required by law and the Proper Officer shall witness their signatures.]
- iii. Alistair Hemphill has advised that Flintshire Countryside Services will be holding a Easter Egg Hunt at the castle in on the 21st April 1pm till 3pm.

RESOLVED:

- i. The clerk will chase Cadw for the updated Maintenance Schedule and will then liaise with Cllrs Cunnah, Healey and Hilton in seeking to obtaining estimates for this contract.

- ii. As the updated Legal Agreement was not received, the council has not passed a resolution for the agreement to be signed. This will be reviewed again once costings have been received for the maintenance and the revised legal agreement received.

Chairman: 1st May 2019

Hope Community Council

Minutes of a Meeting of the Finance Committee held at Heulwen Community Centre, Hope on Wednesday 3rd April 2019

Present: Councillors Mrs J Hilton (Committee Chairman), Mrs C Cunnah (Chairman of the Council), Mrs M Williams, Mrs L Davies, Dr R Parsonage, Mr D Roberts, Mr B Hughes, Mrs S Waterhouse, Mrs C Olsen, Mr D Healey and Mr A Parsonage

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

375. Apologies for Absence

Apologies were received from Cllrs. Mr H Manning, Mrs C Sheibani and Mr A Parry.

376. Declarations of Interest

There were no declarations of interest received.

377. Minutes

RESOLVED: the Chairman be authorised to sign the minutes of the previous meeting of the committee held on 6th March 2019.

378. Matters Arising

There were no matters arising.

379. Independent Remuneration Panel for Wales – Payments to Members

The Clerk provided the Council with the following report:

During a recent Clerks meeting with the SLCC the Clerk was made aware for the first time that the IRPW payments made to members have to be paid via payroll for HMRC purposes.

As gross payments had already been made to members via bacs/cheque with the responsibility of members reporting this income to HMRC she took necessary advice on how this could or should be rectified. She spoke at length with Payroll, HMRC, Pension Regulator, ACAS (minimum wage) and Auditors.

Payroll's advice is clear and they state that all payments made should be via payroll for HMRC purposes.

On speaking with the internal auditors JDH, their opinion is: the SLCC acts on behalf of councils in England and Wales and that the payment to members may have to be processed via payroll in England, however, OVW are seeking advice and guidance from HMRC for a National Dispensation and until this is received they would not qualify (fail) our audit on this matter.

Cllr Hilton recently attended a OVW meeting and her understanding from the meeting is that dialogue was ongoing with HMRC and no definitive decision had been made. Part of what was being discussed was with regard to councillors having to invest in IT use their phones and basically be self employed at home. Thus the allowances fall below what can be claimed as using space in your home as an office.

A Remittance has been provided to all members who received a payment which clearly states that they are responsible for reporting any payments received to HMRC for purpose of tax and will also retain any appropriate receipts should they be required by HMRC.

Should future payments have to be made via payroll, this will be at a cost of between £7 - £9 per person.

RESOLVED: the above report was received, noted and approved.

380. Payments

To authorise accounts for payment up to and including 3rd April 2019.

Payable To	Details	Amount
Hope Preschool Playgroup	Grant - original chq lost, cancelled and reissued	£300.00
Cllr J Hilton	Members Allowance - Senior Role Payment	£500.00
Welsh Hearts	Defibrillator & Cabinet for Caergwrle	£1,502.00
HMRC	Class 1A NIC (refer to P11D 2017/18)	£162.39
Flintshire County Council	Electricity & Maintenance Feb 2019	£1,128.84
Bagillt Web Design	Annual Maintenance	£275.00
Open Spaces Society	Annual Subscription	£45.00
Information Commissioner	ICO - Data Protection Renewal	£40.00
Staffing Costs	March Wages & Expenses	£804.92
Mrs S Hughes	Stationery, Postage, Equipment, Travel etc	£50.51
Compacc Complete Accountancy	2019/20 Payroll	£108.00
Compacc Complete Accountancy	Filing of 2018/19 P11D	£35.00
FLVC	Annual Membership	£25.00
Mr A Parsonage	Reimbursement for supplies required to refurbish the telephone kiosk and bench.	164.01
	Total	£4976.66

RESOLVED: That the above payments up to and including 3rd April 2019 be approved and processed for payment. These were signed by the Chairman of Finance and/or the Chairman of the Council and countersigned by two bank signatories.

The meetings began at 6.30pm and ended at 9.00pm.

Chairman:1st May 2019