

Hope Community Council

Minutes of the Meeting held at Heulwen Community Centre, Hope on Wednesday 6th February 2019.

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

Absent:

In attendance: Mrs S Hughes Clerk and Responsible Financial Officer.
Mr Ian Williams – FCC, Streetscene

276. Apologies for Absence

Apologies were received from Cllrs Mrs C Sheibani, Mrs S Waterhouse, Mr H Manning & Mrs J Hilton

277. Declarations Of Interest

There were no Declarations of Interest received.

278. Public Questions

There were no public questions received.

279. Chairman's Announcements

The Chairman had no announcements.

280. Minutes of Council

RESOLVED: the Minutes of the Meeting of the Council held on 2nd January 2019, be approved as a correct record and signed by the Chair.

281. Visitors to Meeting

PCSO Jones was unable to attend the meeting and provided the Clerk with a report which was read to the council.

Ian Williams attended the meeting to inform members of the following:

- Salt bins are being replenished
- Hedge and tree cutting are being undertaken, including play areas
- Gully emptying is scheduled for the end of the month.
- A number of street name plates have been replaced
- Installation of a litter bin by the Pizzeria
- Aware that following the frosty weather that a number of pot holes have arisen and repair work will be commencing. Should anyone come across any dangerous pot holes these should be reported directly to Streetscene.

Cllr Healey thanked IW for all the work he has and is undertaking. He advised that he has received a number of complaints from residents on side roads, such as Hope Mountain and Kiln Lane regarding the lack of gritting and whilst he is fully aware that these are secondary roads requested for IW to assess. IW agreed to assess the locations.

** Cllr R Parsonage arrived at 6.40pm

Cllr Parry advised that he had met with IW earlier that day together with Network Rail to review the land adjacent to Caergwrle Station. Whilst Cllr Parry had originally intended for work to be undertaken on a cosmetic basis, both FCC and Network have agreed that work is required from a health and safety aspect. IW advised FCC will be replacing the sign and post which are rotten, fallen debris from the trees is gathering on the footpath, so this will be cleared and edged back off the footpath and also the gullies will be cleared. Network Rail will undertake the necessary treeworks which are required for safety reasons for the cabling, timing will obviously depend on bird nesting. FCC and Network

Rail will liaise with each to co-ordinate the works.

Cllr Olsen informed IW of a server pot hole by the Bridge and also of a dead tree on the right handside.

**Ian Williams left the meeting at 6.45pm

282. Matters Arising

Min 205 – a response has been received from Transport for Wales and PCSO Jones, copies of which were provided to all members.

Min 247 – Cllr Healey queried the bullet point ‘C’ from Lee Shone as he was not aware of any potential footpath improvements to the school. He asked if the Clerk could check that this is correct.

RESOLVED: the clerk will check this information and report back at the next meeting.

The Chairman referred to the visit last month regarding Age & Dementia Friendly and advised that the council would look at this again in the near future.

283. 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 – 2nd January 2019.
- (ii) Leisure and Environment – 2nd January 2019.
- (iii) Finance – 2nd January 2019.

284. Appointment of the 2018/19 Internal Auditor.

The Council was requested to review the Terms of Reference and Letter of Engagement for the appointment of JDH Business Services Ltd as the Council’s internal auditor and confirm that the internal auditor was a suitable person to carry out the work in accordance with proper practice guidance.

RESOLVED: that the Council approve the engagement of JDH Business Services Ltd as the Council’s internal auditor and confirm that the internal auditor is a suitable person to carry out the work in accordance with proper practice guidance. The Letter of Engagement was signed by both the Chairman and the Clerk.

285. Training

The Clerk provided members with a list of upcoming OVW training courses together with detail of Planning Aid Wales - Understanding Community Infrastructure Levy & Section 106 Contributions. 14th March, Colwyn Bay £50. The Chairman reiterated that the Council has a budget for training and should anyone be interested they should contact the Clerk.

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

286. Correspondence

- An invitation - FCC Chairman’s Annual Charity Ball, Friday 22 March 2019.
- Wales Audit Office - The Auditor General recently published two national reports related to community and town councils. Financial Management and Governance – Town and Community Councils 2017-18 sets out the Auditor General’s overall conclusions from his audit work. Internal Audit Arrangements at Town and Community Councils in Wales reports on the Auditor General’s study on internal audit functions in the sector. Both reports identify that community and town councils need to make improvements to their arrangements. All councils can learn lessons from the issues reported and therefore they have asked to circulate copies of the reports to all members for discussion at an appropriate council meeting.
- Two letters have been received from FCC with regard to feedback from their visit to Town & Community Councils during October and November. These are not comments from the visit to our meeting.
- Holywell Town Council – Mayors Charity Casino Evening. March 2nd, 7.00pm. Tickets £20.
- An email advising that FCC will no longer be organising the Best Kept Communities Competition and this will now be organised by FLVC. A presentation will be made on February 6th.

- An email sent to Cllr Christine Cunnah from Mr & Mrs Stephenson with regard Caergwrle Castle and the height of trees overshadowing the properties on the north facing slope. A subsequent email from Mr Stephenson has been sent to all Councillors and Clerk.

The Chairman informed the Council that she had met with Mr Stephenson last year and does appreciate his concern and proposed it could be included to be reviewed under the Castle Management Plan. Cllr A Parsonage suggested to speak to the Ranger to check costs and if costs were exorbitant then the cost could be shared. Cllr Healey advised that as the Castle is in a conservation area that any tree works would need to go through planning and obviously any work would have to be undertaken out of bird nesting season.

RESOLVED: the Council agreed to investigate the possibility of tree works and the potential costs. The Clerk will liaise with Alistair Hemphill, Countryside Services and Stuart Body FCC.

287. Future Agenda Items

- Cllr Parry raised concern of the appearance of Caergwrle village and asked whether the Council would consider an Improvement Action Plan.

RESOLVED: members to report any observations for potential improvements to any of the villages to the Clerk and it will be included on the Leisure and Environment Agenda for March.

Chairman: 6th March 2019

Hope Community Council

Minutes of a Meeting of the Planning and Highways Committee held at Heulwen Community Centre, Hope on Wednesday 6th February 2019.

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

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

288. Apologies for Absence

Apologies were received from Cllrs Mrs C Sheibani, Mrs S Waterhouse, Mr H Manning and Mrs J Hilton.

289. Declarations of Interest

There were no Declarations of Interest received.

290. Minutes

RESOLVED: the Chairman be authorised to sign the minutes of the previous meeting of the committee held on 2nd January 2019.

291. Matters Arising

There were no matters arising.

292. Planning Applications

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

- i. Ref: 059407. Erection of stable block with tack room and food store. Land at 2 Pant Cottage, Pentre Lane, Hope Mountain, Caergwrle. **Support**
- ii. Ref: 059429. Construction of a two storey rear extension. 1 Fernleigh Villas, Hawarden Road, Caergwrle. **Support**
- iii. Ref: 059428. Erection of detached dwelling and garage (retrospective). The Spinney Huxleys Lane, Hope. Cllr Healey reported that he and Cty Cllr G Healey had received a number of complaints regarding this build. It would appear that there is no change to the design and access statement regardless that the build has gone from a 2 storey to a 3 storey property. It has been raised with Planning Enforcement and will be going to Planning Committee where a member of the Community Council will have the opportunity to speak. ***Whilst the Council had supported the original planning application, members strongly object to this retrospective application as the alterations should have not been completed in advance of following the correct procedure and receiving the appropriate planning approval. Cllrs Davies and Cunnah agreed they would attend the FCC Planning Committee Meeting.***

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

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

- i. Ref: 059101. Change of use to 4no. self contained flats including a ground floor extension to the rear. Caergwrle Clinic, Ty Cerrig Drive, Caergwrle. **Approved**
- ii. Ref: 059170. Demolition of existing conservatory, construction of single storey rear extension along with new garage building and internal modifications. Dovedale, Wrexham Road, Hope. **Approved**

RESOLVED: the above be received and noted.

293. Highway Matters

Cllr Healey reported that he had been made aware that there will be work undertaken at Heulwen Close. FCC will be installing dropped kerbs and parking bays for residents. There will also be a small number of parking bays available for community use. Due to the limited car park spaces for users of the community centre he has requested that FCC address the surfacing conditions of the Willows Car Park and installation of lighting.

RESOLVED: the report was received and noted.

Chairman: 6th March 2019

Hope Community Council

Minutes of a Meeting of the Leisure and Environment Committee held at Heulwen Community Centre, Hope on Wednesday 6th February 2019.

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

Absent:

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

294. Apologies for Absence

Apologies were received from Cllrs Mrs C Sheibani, Mrs S Waterhouse, Mr H Manning and Mrs J Hilton.

295. Declarations of Interest

There were no Declarations of Interest received.

296. Minutes

RESOLVED: the Chairman of the Council be authorised to sign the minutes of the previous meeting of the committee held on 2nd January 2019.

297. Matters Arising

There were no matters arising.

298. Playing Fields

The Chair reported that she had visited the play areas and due to the time of year they were all looking a little sad. The cross plank on the fencing of the Willows has been replaced.

RESOLVED: the report was received and noted.

299. Crossways Play Area Improvements

The Clerk had provided members with designs and quotes received from Richard Roberts as a starting point. Members resolved that at this stage they are keen to obtain further designs and quotes for possibly 3 larger pieces of equipment. They requested for the Clerk to obtain further equipment options with a breakdown of costs for individual items, these can then be presented as a consultation to the community.

Cllr Olsen informed members that Cllr Hilton had made enquires with a local supplier and questioned whether the council could obtain quotes from this company. Cllr Cunnah advised that this would have to be passed through Richard Roberts as it is FCC that maintain the equipment.

RESOLVED: Cllr Olsen will obtain the details of the local supplier and the Clerk will ascertain from FCC if it would be acceptable for the council to purchase from an alternative supplier. She will also request for additional designs and quotes from Richard Roberts.

300. Summer Playscheme 2019

FCC have advised they have had recent notification that a grant has been made via the Welsh Government's Play Opportunities Grant, to support and part-fund the summer programme. FCC are asking whether the Community Council would financially contribute and support the local playscheme.

The cost of a basic scheme (3 weeks x 15 sessions) is £1,373.95 and includes:

- 2 x Community Play Team Members
- The team would provide x 2 hours per session x 5 sessions x 3 weeks
- The team would work on site Monday to Friday AM or PM (Those areas requiring both AM & PM sessions at the same location, will need to be registered with the Care Inspectorate of Wales, before May 2019).
 - Area Supervision
 - Access to a bank of reserves (if number and ratios increased)
 - Kit/Equipment/Mobile phones
 - All training: Including safeguarding and child protection; paediatric first aid; risk management and risk assessment; health and safety in the workplace; Playwork; dealing with challenging behaviour on site, disability inclusion training, basic food hygiene
 - Flintshire Buddy scheme for children with disabilities to play out in their own community with support where necessary

The Community Council can opt for additional locations, at the same cost and on the same basis. They can also opt for additional weeks 4, 5 and 6 at a cost of £355.00 per week

The Clerk advised that it has since come to light that although the Council did instruct FCC to undertake a 4 week scheme last year, in their error, they only provided a 3 week scheme and have sincerely apologised for their mistake. During the 3 week scheme it had a total of 231 attendances with 40 names on the register.

There were mixed opinions whether the council should provide additional weeks, however, Cllr Olsen proposed that the council should participate in the scheme and provide an additional week, therefore making it a 4 week scheme. This was seconded by Cllrs Davies and Healey.

RESOLVED: the Council will participate and financial support a 4 week summer playscheme at a total cost of £1728.95

301. Flintshire County Council – Provision of Toilets Strategy

In July 2017, the Public Health (Wales) Act 2017 received Royal Assent, bringing together a range of practical actions for improving and protecting health. Part 8 of the Act includes Provision of Toilets and introduces new responsibilities for Local Authorities to provide local toilet strategies.

To deliver a strategic approach to the provision of toilets across Wales, the Public Health (Wales) Act 2017 requires Local Authorities to assess local needs and facilities, and to publish a local toilets strategy for its area. To help Flintshire County Council develop its draft strategy, they will like to initially engage with a number of individuals, stakeholder networks and organisations to gather information which will help develop a needs assessment and inform the draft strategy.

The duty to prepare a local toilets strategy does not require councils to provide and maintain public toilets directly, nor are they required provide additional dedicated facilities. They must however take a strategic view on how facilities can be provided and accessed, taking account of such things as location, accessibility, facilities, frequency of use and quality of existing sites, as well as determining whether additional or fewer sites are required by their local population.

The first stage in the development of the draft strategy is to identify the provision of existing facilities, including location, access, facilities provided, frequency of use and quality of existing sites by way of an online survey. Once the draft strategy is published it will be open for a full 12 week consultation.

RESOLVED: the information was received and noted and the Council will await to receive the draft strategy.

302. Ash Pathway – Safety Barriers

Cllr Healey advised he had been contacted by a local resident with regard to the entrance size of the Ash Pathway (Hawarden Road – Alyn Drive) as it is not suitable to fit a double pushchair. Members advised that this was raised a few years ago and reviewed by Mike Eastwood – Streetscene. The outcome was that there would be safety concerns of removing the safety barriers such as motorcycles would be able to gain access and the removal would increase safety risks to children.

RESOLVED: the Council would not support for this matter to be pursued due to the increased safety risk and that the

removal of the barrier would be dangerous.

303. Caergwrle Castle

- i. Cadw have contacted the Clerk to request details of the current management plan and costs for the last 3 years. A letter has been sent to Lord Elis-Thomas and an acknowledgement received. He states that he is happy to confirm that, following further discussion, my officials have agreed to include the Moat and Rampart. He is also keen to encourage a partnership approach in relation to the future management of the castle and its surroundings. His officials will help develop a formal management agreement so that the roles of each of the partners can be formally documented.
- ii. The Council were going to obtain quotes for alternative material benches, however, Cllrs A Parsonage and R Parsonage were able to secure a second hand route iron bench at a cost of £354 which was approved by the Chairman. The council supported the purchase and Cllr A Parsonage will undertake the restoration work required.

RESOLVED:

- i. A thank you letter will be sent to Lord Elis-Thomas. The Council will await to hear from his officials with regard to a management agreement.
- ii. The Clerk asked both Cllr A Parsonage and R Parsonage to provide her with copies of receipts in order to reimburse the costs. She will also liaise with Jessica Pritchard, FCC Transport who had agreed to cover the costs of a replacement bench.

Chairman: 6th March 2019

Hope Community Council

Minutes of a Meeting of the Finance Committee held at Heulwen Community Centre, Hope on Wednesday 6th February 2019

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

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

304. Apologies for Absence

Apologies were received from Cllrs Mrs C Sheibani, Mrs S Waterhouse, Mr H Manning and Mrs J Hilton.

305. Declarations of Interest

Cllrs Davies, Roberts and Olsen declared an interest in relation to the Grant Application. Cllr Roberts advised he previously completed a form again in relation to these grant applications.

RESOLVED: Cllrs completed and returned to the Clerk a Declaration of Interest Form which the Clerk will add to the Register.

306. Minutes

RESOLVED: the Chairman be authorised to sign the minutes of the previous meeting of the committee held on 2nd January 2019.

307. Matters Arising

There were no matters arising.

308. Grant Applications

Following the closing date being extended, the Working Group (Cllrs Cunnah, R Parsonage and Olsen) have scrutinised and reviewed all the applications and prepared a proposal for the council to consider.

Cllr Cunnah ran through the applications and proposed grant amounts which was full agreed by the council. She also advised that a grant of £100 has been allocated for the Caergwrle Senior Citizens Group, however, they council have requested additional information in support of their application. Should this information be received and satisfy the council the payment will be made.

The Chairman also advised that she personally has chosen to forgo donating the sum of £250 to her chosen charity for this year and that this money has been included in the community grants.

Cllr Healey questioned whether new criteria has been drawn up for the Grant Application process. Cllr Cunnah advised that the Working Group intend to further meet to prepare a draft criteria.

RESOLVED: the following grants will be awarded for 2018/19. A grant of £100 will be held for the Caergwrle Senior Citizens Group should they supply the additional information which satisfies the council. In advance of the 2019/20 Grants, the Working Group will prepare a draft criteria to present to the Council.

1st Hope Brownies	£ 300.00	Friends of Hope Community Library	£ 500.00
Castell Alun Bowling Club	£ 300.00	Park in the Past	£ 400.00
1st Hope guides	£ 300.00	Hope Pre-school playgroup	£ 300.00
Hope Craft Group	£ 100.00	Castell Alun Colts	£ 300.00
Hope Parish Church	£ 100.00	Hope Dragons Football Club	£ 300.00

309. Payments

To authorise accounts for payment up to and including 6th February 2019.

Payable To	Details	Amount
Staffing Cost	Jan 2019 Staffing Costs	£805.26
Mrs S Hughes	Stationery, Postage, Equipment, Travel etc	£29.61
Greenfingers	Queensway Play Area Grass Cut	£54.00
Cllr C Cunnah	Members Allowance	£150.00
Cllr J Hilton	Members Allowance	£150.00
Cllr L Davies	Members Allowance & Senior Role Payment	£650.00
Cllr M Williams	Members Allowance & Senior Role Payment	£650.00
Cllr D Roberts	Members Allowance (pro rota)	£87.50
Mrs S Waterhouse	Members Allowance	£150.00
Poppy Appeal	Poppy Wreath - Donation/Grant	£50.00
Canda Copying	Photocopier Rental	£48.00
Cllr A Parry	Members Allowance	£150.00
Cllr H Manning	Members Allowance	£150.00
1st Hope Brownies	Grant	£300.00
Castell Alun Bowling Club	Grant	£300.00
1st Hope guides	Grant	£300.00
Hope Craft Group	Grant	£100.00
Hope Parish Church	Grant	£100.00
Friends of Hope Community Library	Grant	£500.00
Park in the Past	Grant	£400.00
Hope Pre-school playgroup	Grant	£300.00
Castell Alun colts	Grant	£300.00
Hope Dragons Football Club	Grant	£300.00
	TOTAL	£6024.37

RESOLVED: That the above payments up to and including 6th February 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 8.20pm.

Chairman:6th March 2019