

# Hope Community Council

## Minutes of the Annual Meeting held at Heulwen Community Centre, Hope on Wednesday 2<sup>nd</sup> May 2018

**Present:** Councillors Mrs C Cunnah (Chairman), Mr B Hughes, Mrs M Williams, Mrs L Davies, Mr A Parry, Mrs A Dunlop, Mrs C Sheibani, Mr D Healey, Mrs J Hilton & Mrs S Waterhouse

**Absent:** Cllr A Parsonage

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

### 1. Election of Chairman 2018/2019

Cllr B Hughes nominated Cllr Cunnah, the current Chairman for a further year which was seconded by Cllr Davies. The Chairman asked if there were any other nominations, which there were none.

**RESOLVED:** the nomination by Cllr Hughes that Councillor Mrs C Cunnah be elected Chairman of the Council for 2018/19 was seconded by Cllr Davies and unanimously agreed. Councillor Cunnah remained in Chair, made and signed the declaration of acceptance of office.

### 2. Appointment of Vice Chairman 2018/2019

The Chairman nominated Cllr Manning for the election of Vice Chairman of the Council for 2018/19 and requested any other nominations. Cllr Healey nominated Cllr Hilton which was seconded by Cllr Hughes.

As two nominations were received a ballot vote was taken with the result of Cllr Hilton receiving the majority vote.

**RESOLVED:** Cllr Mrs Hilton be appointed Vice-Chairman of the Council for 2018/19. Councillor Mrs Hilton made and signed the declaration of acceptance of office.

### 3. Apologies for Absence

Apologies were received from Cllrs Dr R Parsonage and Mr H Manning.

### 4. Standing Committees

- a) The Council approved the existing standing committees.
- b) Members made the following nominations for Chairmen of the Standing Committees:
  - (i) Planning and Highways – Cllr L Davies which was nominated by Cllr Cunnah and seconded by Cllr Hughes, unanimously agreed by council.
  - (ii) Leisure and Environment – Cllr M Williams which was nominated by Cllr Davies and seconded by Cllr Cunnah. Also a further nomination was received of Cllr Healey which was nominated by Cllr Hilton and seconded by Cllr Waterhouse.  
Due to receiving two nominations a ballot vote was taken. The results were received as equal and therefore the Chairman was required to use her ‘casting vote’.
  - (iii) Finance – Cllr Hilton which was nominated by Cllr Cunnah and seconded by Cllr Williams, unanimously agreed by council.

#### **RESOLVED:**

- a) that standing committees of the Council for 2018/19 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 L Davies
  - (ii) Leisure and Environment – Councillor M Williams
  - (iii) Finance – Councillor Hilton

## 5. Policies and Procedure Documents

The following policies and procedures were circulated to the Council prior to the meeting for members to review. The Chairman asked members if they would like to comment on the documents and whether the Council would approve and adopt.

- Model Code of Conduct
- Standing Orders
- Financial Regulations
- Internal Financial Controls
- Annual Investment Strategy
- Formal Risk Assessment
- Complaints Procedure
- Data Protection Policy
- Freedom of Information Scheme

**RESOLVED:** there were no comments received. The Council reviewed, approved and adopted the above documents.

## 6. Asset Register

The Asset Register for 2018/19 was circulated to members with the agenda. Cllr Hilton had questioned the existing assets. It had been identified that 3 of the 4 bus and the 2 dog waste bins shelters no longer exist and have since been replaced by FCC. The Clerk will make the above alterations.

**RESOLVED:** with the above amendments the Asset Register for 2018/19 be approved.

## 7. Community Council Insurance Policy

The Annual Insurance Renewal was received from Zurich with an annual premium of £650.35.

Due to identifying a number of assets that are no longer in existence, these will need to be reported to Zurich and a revised quote requested.

**RESOLVED:** the Council approved the renewal with Zurich Insurance. The Clerk will report the amendments to the schedule as noted in minute 6 and request an amended quote. The Council approved for the Clerk to make the annual premium payment once the revised quote has been received.

## 8. Meeting Dates

The following dates were reviewed for the 2018/19 meetings:

6 June 2018	4 July 2018	August 2018 – recess
5 September 2018	3 October 2018	7 November 2018
5 December 2018	2 January 2019	6 February 2019
6 March 2019	3 April 2019	1 May 2019

**RESOLVED:** for the above to be the dates of the 2018/19 Council Meetings.

Chairman: ..... 6<sup>th</sup> June 2018

# Hope Community Council

## Minutes of the Meeting held at Heulwen Community Centre, Hope on Wednesday 2<sup>nd</sup> May 2018.

**Present:** Councillors Mrs C Cunnah (Chairman), Mr B Hughes, Mrs M Williams, Mrs L Davies, Mr A Parry, Mrs A Dunlop, Mrs C Sheibani, Mr D Healey, Mrs J Hilton & Mrs S Waterhouse

**Absent:** Cllr A Parsonage

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

### **9. Apologies for Absence**

Apologies were received from Cllrs Dr R Parsonage and Mr H Manning.

### **10. Declarations Of Interest**

There were no Declarations of Interest received.

### **11. Public Questions**

There were no public questions

### **12. Chairman's Announcements**

The Chairman stated that she felt that the current council consisted of very strong minded, keen and conscientious members and is sure that the coming year will provide lots of positive debates and outcomes. She hopes that members continue to work with professionalism and respect.

### **13. Minutes of Council**

**RESOLVED:** the Minutes of the Meeting of the Council held on 4<sup>th</sup> April 2018, be approved as a correct record and signed by the Chair. Proposed by Cllr Hughes and seconded by Cllr Williams.

### **14. Visitors to Meeting**

There were no visitors to the meeting, however, PCSO Jones had provided a current police report which was circulated to members.

### **15. Matters Arising**

There were no matters arising to report.

### **16. 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 – 4<sup>th</sup> April 2018. Proposed by Cllr Hughes, seconded by Cllr Parry
- (ii) Leisure and Environment – 4<sup>th</sup> April 2018. Proposed by Cllr Hughes, seconded by Cllr Williams
- (iii) Finance – 4<sup>th</sup> April 2018. Proposed by Cllr Hughes, seconded by Cllr Williams

### **17. Casual Vacancy**

The Clerk reported that due to the vacancy following the death of Councillor Mr Cliff Shone it was now necessary to advertise the vacancy. This would be advertised for 14 days during which ten electors would have the opportunity to call for an election (a copy of that notice being forwarded to the local Returning Officer). In the event of an election

not being requested the Council must then fill the vacancy by co-option. This requires a further notice inviting expressions of interest in being co-opted (certain qualifications apply).

**RESOLVED:** that the above report be noted and appropriate action taken. The Co-option Vacancy will be included on the June Agenda.

## 18. Internal Audit

The Clerk had circulated the following report with the agenda's detailing the internal auditor's recommendations.

### Guidance note 2018

Data Protection Law will change significantly on May 25th 2018 due to the 2016 EU Directive General Data Protection Regulation (GDPR) taking effect.

GDPR replaces the 1998 Data Protection Act and it will impose new obligations on Data Controllers and Data Processors and provides enhanced rights for individuals. Compliance with GDPR could have resource implications for local councils.

*Recommendation from the Auditor: The impact of GDPR on the council should be identified through review of ICO and NALC guidance and the Data Protection policy, risk assessment and internal controls should be updated accordingly.*

*Clerks Report: The Council have already appointed Microshade, once the audit has been completed the Clerk will ensure the appropriate procedures/policies are implemented and Microshade will undertake the role of DPO.*

### Follow up of 2016/17 audit recommendations

A P11D was submitted for 2016/17. This showed a tax free amount of £416. We have not seen the basis for the calculation of this amount. For future audits please provide a calculation of the tax free amount when it exceeds £208.

*Clerks Report: This information was reported to payroll for the purpose of the P11D, however had not been included in the file for audit. The required information will be provided for next audit.*

**RESOLVED:** the above report be received and noted. The Chairman thanked the Clerk for her work.

## 19. Annual Return for the Year Ended 31<sup>st</sup> March 2018

The Clerk presented the Annual Return for signature. She that the Notice of Appointment of Date for the Exercise of Electors Rights will be displayed from 7th May 2018 to 20 May 2018. The documents will then be made available for inspection between 21 May – 18th June 2018. She also advised that as part of the supporting documents it was now necessary to provide photographic evidence of the Electors' Right Notice, therefore, all supporting documents will be included presented at the June Meeting.

**RESOLVED:** the Council approved the Annual Return for the Year Ending 31st March 2018 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 7th May 2018 to 20 May 2018. The documents will then be made available for inspection between 21 May – 18<sup>th</sup> June 2018. Photographic evidence of the displayed notice will be included in the supporting documents for signature at the June meeting.

## 20. National Salary Award 2018-2020

The Clerk informed the Council that notification has been received from the NJC detailing a 2% increase to be implemented as from 1<sup>st</sup> April 2018 and that the new pay scales for 2019-20 will be communicated later in the year.

The Clerk advised the Council that the Home Allowance will now be paid via payroll and subject to the appropriate tax and ni deductions.

**RESOLVED:** the Council approved the above national salary award of 2%, together with a 2% increase to the Home Allowance with effect from 1<sup>st</sup> April 2018.

## 21. Transport

The Chairman referred to the correspondence received from FCC regarding the Consultation on Flintshire County Councils Bus Network Review 2018 and in particular to the four proposals:

1. Stop subsidising bus services altogether
2. Continue to support the services currently subsidised
3. Support services on the core bus network and implement Local Travel arrangements for the non-core network
4. Support services on the core bus network and implement a demand responsive 'ring and ride' service

FCC will be holding community engagement 'drop in events', the two remaining options will be Connah's Quay Civic Centre, 3<sup>rd</sup> May 4pm – 7pm and Flint Town Hall, 10<sup>th</sup> May 4pm – 7pm.

Cllr Healey advised that he will be holding a 'drop in' event regarding this consultation on Wednesday 23<sup>rd</sup> May 4pm -6pm at The Masonic Hall. He proposed that the Council should strongly support option 2.

**RESOLVED:** members agreed their support to strongly agree to option 2 and members will respond individually.

## 22. Training

The Chairman has requested that Training remains as a monthly agenda item to ensure the Council addresses any training needs.

The Clerk informed members of forthcoming courses and also advised that if members wished for specific training to contact her direct.

**RESOLVED:** received and noted.

## 23. Correspondence

- FCC have circulated their draft Planning Enforcement Policy which is open for comments until 12<sup>th</sup> June.  
**RESOLVED:** this will be included on the June agenda.
- The Independent Review Panel for Wales has asked if the Council would consider holding a 'drop in' event on Thursday 24<sup>th</sup> May to collect views from the community.  
The Chair asked Cllr Healey whether this event could be incorporated with his Transport 'drop in' event which is being held on 23<sup>rd</sup> May? Although Cllr Healey had initial reservations on this matter it was agreed that if the IPR agreed to the amended date, he would be only too happy to make available the IRP questionnaires.  
**RESOLVED:** the Clerk will liaise with the IRP to ascertain if the event could be held on 23<sup>rd</sup> May and if so will obtain the necessary documentation for Cllr Healey.
- FCC County Forum will be held on Thursday 10<sup>th</sup> May at 6.30pm – location to be confirmed.  
**RESOLVED:** Cllr Hilton will endeavour to attend.
- One Voice Wales have requested confirmation of the Councils two OVW Representatives. The Clerk advised currently it was Cllr Dunlop and K Harston who has since left.  
**RESOLVED:** Cllrs Cunnah and Hilton will represent the Council for the forthcoming year.

## 24. Future Agenda Items

- Cllr Williams requested that the Telephone Kiosk be included on the June agenda to review the damage and repairs needed.

Chairman: ..... 6<sup>th</sup> June 2018

# Hope Community Council

## Minutes of a Meeting of the Planning and Highways Committee held at Heulwen Community Centre, Hope on Wednesday 2<sup>nd</sup> May 2018.

**Present:** Councillors Mrs L Davies (Chairman of Committee), Mrs C Cunnah (Chairman of Council), Mr B Hughes, Mrs M Williams, Mr A Parry, Mrs A Dunlop, Mrs C Sheibani, Mr D Healey, Mrs J Hilton & Mrs S Waterhouse

**Absent:** Cllr A Parsonage

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

### 25. Apologies for Absence

Apologies were received from Cllrs Dr R Parsonage and Mr H Manning.

### 26. Declarations of Interest

There were no Declarations of Interest received.

### 27. Minutes

**RESOLVED:** in the absence of the Chairman at the April meeting, the Chairman of the Council be authorised to sign the minutes of the previous meeting of the committee held on 4<sup>th</sup> April 2018.

### 28. Matters Arising

**Min 427 -** Confirmation that Sian Jones (Legal Services Manager) and Becky Jones (Conveyancing) will be attending the June Council Meeting. They have been provided with a copy of the predetermined questions. Cllr Parry suggested if possible it would be useful if FCC could provide a summary of their response in advance of their attendance.

**RESOLVED:** The Clerk will liaise with Ms S Jones and Ms B Jones to make the request of a summary of their response to the councils pre-determined question.

### 29. Planning Applications

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

There were no planning applications received.

The Clerk did report that on two occasions she has submitted the council's comments on planning applications which included questions from the Council, however, no responses have been received. Cllr Cunnah proposed that the details of these applications be forward to the two County Councillors.

**RESOLVED:** The Clerk will forward details of the applications which are awaiting a response from FCC to Cty Councillors David and Gladys Healey

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

- i. Ref: 054863. Change of use of disused quarry to country park incorporating heritage attraction, recreational uses and visitor centre with associated parking. Hanson Fagl Lane Quarry, Fagl Lane, Hope. **Approved after completing Legal Agreement.**

**RESOLVED:** the above be received and noted.

### 30. Consultation on Edition 10 of Planning Policy Wales

The Welsh Government is proposing to revise Planning Policy Wales (PPW) in light of the Well-being of Future Generations (Wales) Act 2015. In the absence of Cllr R Parsonage, Cllr Cunnah reported that she felt this was a positive consultation, however, she does not have the enough planning knowledge to comment fully. She suggested that Cllrs could either respond individually or that she would liaise with Cllr R Parsonage and submit a response on behalf of the Council.

Cllr Healey moved that Cllr Cunnah liaise with Cllr R Parsonage and submit a response on behalf of the Council.

**RESOLVED:** it was unanimously agreed for Cllrs Cunnah and R Parsonage to liaise and submit a response on behalf of the Council.

### 31. Speeding and Highways Issues

Cllr Parry expressed his concern regarding the highway matter reported by Cllr Healey under minute 428 relating to FCC considering Limited Waiting Times for the Chip Shop, Abermorddu (currently 6th on the TRO list). Cllr Healey advised that this is only a consideration by FCC and he is awaiting a response.

Cllr Cunnah also expressed concern regarding the report of the consideration for Pigeon House Lane one way system. Cllr Healey advised that this had been raised due to requests from residents, he would hope that before action was taken that FCC would put this to consultation.

Cllr Hilton was concerned that if yellow lines are installed that there is no one to actually enforce.

Cllr Parry recognised the work of Cllr Healey under his capacity of County Councillor and questioned how communication could be improved between Community and County Councillors. Cllr Healey agreed with the question and advised he has already liaised with the Chairman of the Council regarding this.

**RESOLVED:** the Clerk will write to FCC Enforcement to ascertain the how parking on double yellow lines are enforced.

### 32. Highway Matters

No matters to report.

Chairman: ..... 6<sup>th</sup> June 2018

# Hope Community Council

## Minutes of a Meeting of the Leisure and Environment Committee held at Heulwen Community Centre, Hope on Wednesday 2<sup>nd</sup> May 2018.

**Present:** Councillors Mrs M Williams (Chairman of Committee), Mrs C Cunnah (Chairman of Council), Mr B Hughes, Mrs L Davies, Mr A Parry, Mrs A Dunlop, Mrs C Sheibani, Mr D Healey, Mrs J Hilton & Mrs S Waterhouse

**Absent:** Cllr A Parsonage

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

### 33. Apologies for Absence

Apologies were received from Cllrs Dr R Parsonage and Mr H Manning.

### 34. Declarations of Interest

There were no Declarations of Interest received.

### 35. Minutes

**RESOLVED:** the Chairman be authorised to sign the minutes of the previous meeting of the committee held on 4<sup>th</sup> April 2018.

### 36. Matters Arising

**Min 432/315** - Fiona Mocko has confirmed she has heard from FCC Estates and they have no objections to part of the area being designated as a Centenary Field. She is liaising with a few more services before she makes a formal request to the Council and an application is made to Fields in Trust. Cllr Healey has provided her with supporting information to assist the application.

**RESOLVED:** the above report was received and noted.

**Min 437** – Cllr Hughes sought clarification regarding Cllrs applying for the Best Kept Hanging Basket/Planter Competition.

**RESOLVED:** it was unanimously agreed that Cllrs or family members of the same address are unable to submit an application for this competition.

**Min 438v** - Cllr Healey reported that with regard to the Spar offering a Community Volunteer Day he has been liaising with Alistair Hemphill and the Community Action Group. The Chairman advised that any work that is being intended needs to come through the community council for approval.

**RESOLVED:** the report was received and noted. Cllr Healey was advised that any volunteer work needs to come through the Community Council for approval.

### 37. Playing Fields

The Chairman reported that Queensway play area has been cut but is looking very untidy. The Clerk advised that she had early that day spoken with Greenfingers who advised that due to the length of the grass it had been necessary to source alternative machinery to make the initial cut, but it will be followed by a further grass cut. The Chair also reported that the damage on the 5-aside has been repaired. There had been reports that the damage could be related to children using bikes on this area, however, this is yet to be confirmed.

**RESOLVED:** the report was received and noted.

### 38. The Willows Playing Field

The Clerk reported that correspondence has been received from FCC with regard to cost enquiries for the relocation of the dog walking area and installation of a full sized football pitch.

FCC advised that a site meeting would be best with the County Councillors, FCC Ward Member, Mike Eastwood, Gerwyn Davies (Enforcement Officer) and Richard Roberts. Once a proposed location has been agreed RR would then be able to provide an estimation of cost.

FCC referred that there was in fact a full sized pitch a number of years ago, however as a large part of the ground was a former refuse tip ground settlement and usage caused exposure of considerable amounts of glass causing potential injury to users. FCC made a health and safety call and removed the goal posts and use of the ground for formal sports. Without major investment to install a membrane, land drainage scheme importation of thousands of tons of soil FCC do not consider the area being suitable to sustain formal grass sports provision. This would cost in the region of £100k.

There is an off-site contribution from the Taylor Wimpey's development at Fagl Lane, which is still at the snagging stage in terms of formal adoption by FCC, as soon as these are resolved, the legal adoption of the area along with maintenance sum and off site sum will be paid. Confirmation of the timeframe and the off-site sum is awaited.

Due to the potential costs involved Cllr Cunnah moved that it would be senseless to pursue this matter any further. Cllr Healey will liaise with the football club and suggest the facilities at either Castell Alun or Abermorddu school.

**RESOLVED:** the Council will not pursue the matter of relocating the dog walking field and installing a full sized football pitch. Cllr Healey will liaise with the football club.

### 39. Council Strategy of Biodiversity

Cllr Healey submitted the following three-part resolution for consideration by the Council:

1. This Council welcomes the work recently done to enhance the biodiversity of the Willow Playing Field
2. This Council invites the Caergwrle & District Community Action Group to engage with members of the community to identify further opportunities for similar activities.
3. This Council invites members of the Council and others, including Caergwrle & District Community Action Group to put forward more general ideas to help develop a draft Council Strategy for Biodiversity for consideration by the Council.

There were a number of discussions regarding the above and the recent planting works undertaken at the Willow Playing Fields by the Caergwrle and District Action Group.

Following the discussion Cllr Healey withdraw point 3 and proposed the Council to accept points 1 & 2 which was seconded by Cllr Sheibani.

**RESOLVED:** it was unanimously agreed that the Council resolved to accept Cllr Healey's proposal of point 1 & 2 above.

### 40. Caergwrle Castle

The Clerk provided members with a verbal confidential report.

**RESOLVED:** the report was received and noted.

Chairman: ..... 6<sup>th</sup> June 2018

# Hope Community Council

## Minutes of a Meeting of the Finance Committee held at Heulwen Community Centre, Hope on Wednesday 2<sup>nd</sup> May 2018

**Present:** Councillors Mrs J Hilton (Chairman of Committee), Mrs C Cunnah (Chairman of Council), Mr B Hughes, Mrs M Williams, Mr A Parry, Mrs A Dunlop, Mrs C Sheibani, Mr D Healey, Mrs I Davies & Mrs S Waterhouse

**Absent:** Cllr A Parsonage

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

### 41. Apologies for Absence

Apologies were received from Cllrs Dr R Parsonage and Mr H Manning.

### 42. Declarations of Interest

There were no Declarations of Interest received.

### 43. Minutes

**RESOLVED:** the Chairman be authorised to sign the minutes of the previous meeting of the committee held on 4<sup>th</sup> April 2018.

### 44. Matters Arising

There were no matters arising.

### 45. Payments

- i. To authorise accounts for payment up to and including 2<sup>nd</sup> May 2018.

Payable To	Details	Amount
Flintshire County Council	Street Lighting Inspection/Maintenance and Supply March 2018	£986.14
Zurich Municipal	Annual Insurance	£647.28
Greenfingers	Queensway Play Area Repairs to football pitch	£180.60
JDH Business Services Ltd	2017/18 Internal Audit	£160.80
Staffing Cost	April 2018 Staffing Costs	£787.37
Mrs S Hughes	Stationery, Postage, Equipment, Travel etc	£33.26
		<b>£2,795.45</b>

The Clerk reported that the first precept payment of £28,333.33 has been received from FCC.

- ii. The Clerk sought approval for 9 hours overtime due to the internal/external audits and GDPR.

### **RESOLVED:**

- i. That the above payments 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.
- ii. The Council approved the additional hours of work by the Clerk which will be processed in the May payroll.

The meetings began at 6.30pm and ended at 8.50pm.

Chairman: .....6<sup>th</sup> June 2018