

# Hope Community Council

## Minutes of the Virtual (Zoom) Meeting held on Wednesday 2<sup>nd</sup> December 2020.

**Present by Video:** Councillors Mrs J Hilton (Chairman), Mrs C Olsen (Vice Chairman), Mrs L Davies, Mrs M Williams, Mrs C Cunnah, Mr H Manning, Mr D Roberts, Mrs S Waterhouse, Mr D Healey and Dr R Parsonage. Youth Representatives David Jones and Matthew Taylor.

**Absent:**

**Also Present:** Mrs S Hughes Clerk and Responsible Financial Officer.

### 100. Apologies for Absence

Apologies were received from Cllrs A Parry & C Sheibani. Cllrs B Hughes and A Parsonage also submitted apologies due to not being able to access virtual meetings.

### 101. Declarations of Interest

There were no Declarations of Interest received.

### 102. Chairman's Announcements

The Chair reported that she represented the council and community on the 11<sup>th</sup> November by laying the wreath and having the honour of reading the names of the fallen during World War 1.

She wished to thank all the businesses involved with providing supplies for the council's foodbank donations, it has been very heart-warming with a number of these businesses making their own donations and offering the supplies at wholesale cost. The donations will be delivered to Flintshire Foodbank on Friday.

There seems to be positive news for the future with the reports of the Covid19 vaccine. This has been a rollercoaster of a year and she would like to wish all a very healthy and happy Christmas.

### 103. Minutes of Council and Standing Committees

**RESOLVED:** the Minutes of the Ordinary Meeting of the Council held on 4<sup>th</sup> November 2020 be approved as a correct record. The minutes will be formally signed by the Chairmen at the first face to face meeting of the council.

### 104. Matters Arising

**Min 64** - The Clerk reported that her new email account is now active with a new email address of: [clerk@hopecommunitycouncil.gov.wales](mailto:clerk@hopecommunitycouncil.gov.wales) She also reported that due to issues with the original provider, she had liaised with the Chair and it was agreed that Microshade will now manage the account. There will be an additional one off fee of £12 and an additional £5.88 per year.

**Min 82/70v** – A further letter has been sent to the Co-op regarding reducing the amount of advertising. The Clerk is awaiting a response, however, it has been noticed that there does seem to be less advertising.

**Min 97** - Details of how residents can obtain or be put on a waiting list for an allotment has been included on the website: Flintshire County Council - Valuation & Estates on 01352 703100. Alternatively they can be contacted by email: [ValuationandEstates@flintshire.gov.uk](mailto:ValuationandEstates@flintshire.gov.uk)

**Min 98** - Due to the current pandemic, the clerk has liaised with all successful groups to receive a grant and arrangements are in place for the grant to be paid electronically rather than issuing of a cheque.

## 105. Public Questions

There were no public questions received.

## 106. County Councillors Report

A written report in advance of the meeting prepared by County Councillors David and Gladys Healey was provided to all members. Topics included exploring access options for the community library during the pandemic, liaising with residents and FCC Officers regarding issues of housing and Streetscene.

They have been involved in several virtual FCC committee meetings, notably Social and Health Care (GH) and Education, Youth & Culture (DH). They participated in the virtual meeting of Flintshire County Council which unanimously agreed to Flintshire's participation in the North Wales Economic Ambition Growth Deal. All six County Councils of North Wales have been working together extensively to secure £120M from the UK Government and £120M from the Welsh Government. It is hoped that this will trigger further investment of £722.1m from the private sector and £184.3M from the public sector making a total investment in North Wales of £1.1Bn towards economic and infrastructure projects which include a boost to digital connectivity and the development of skills at a critical time.

They both also wished to commend members of the community council who undertook work to commemorate Remembrance within the community.

**RESOLVED:** the report was received and noted and the Chair thanked the County Councillors.

## 107. External Audit of Accounts for the Financial Year Ended 31 March 2020

The External Audit has now been received and the clerk reported that there was only one issue which was supporting the Internal Auditors recommendations:

### ***Internal Auditor's recommendations:***

#### *What is the issue?*

*The internal auditor has noted some recommendations in the financial systems of the council.*

#### *Why has this issue been raised?*

*The council is exposed to the risks associated with these recommendations.*

#### *What do we recommend you do?*

*The council must implement the recommendations made by the internal auditor to improve the financial systems of the council as soon as possible or in any event before the end of the current financial year.*

*If the council addresses all the issues raised by the internal auditor the council should improve internal controls which will help to prevent and detect error and fraud and assist the council to operate in an effective and efficient manner.*

As previously reported the above issue related to the Financial Regulations which the council have since implemented.

The required Notice of Conclusion together with the requisite information has been published and will remain for a minimum of 14 days.

**RESOLVED:** the above report together with the Annual Return was approved by the council. The required Notice of Conclusion together with the requisite information has been published and will remain for a minimum of 14 days.

## 108. Community Council Draft Estimates for 2021/22

The Council reviewed and considered the draft estimates for 2021/22 together with a report detailing reasons of increases/decreases. The Finance Chairman went through the budget headings where Councillors were invited to comment on the estimates before them and discuss any amendments which they would wish to be included in the final figures before considering approval of the budget and the precept in January 2021.

The Chairman Cllr Hilton suggested a 10% increase to the salary budget to cover additional overtime costs. She reported that she is currently liaising with the Clerk who is completing a Work/Time Log in order for the council to undertake a review of whether the contract hours do require increasing.

The council requested an additional budget to allow for Road & Highway Improvements such as purchasing VAS signage.

The Clerk advised that the 2021/22 Precept letter has been received from FCC and they have advised that the current Tax Base of equivalent Band D properties has slightly increased from 1846.05 to 1846.57.

**RESOLVED:** the Clerk will make the necessary adjustments to the draft budget and represent to the Council at the January meeting for approval and for submission of the 2021/22 precept.

### 109. Community Centre

Cllr Olsen on behalf of the Working Group presented a Draft Business Case for the council to consider should a suitable opportunity/premises arise. The Business case included:

- How a community centre could be useful to the community;
- How a community centre could be of benefit to the community council;
- Other general community benefit potential;
- Practical considerations for such a project;
- Funding streams to consider.

**RESOLVED:** the council fully supported the proposal and approved that the council should formally write to Flintshire County Council submitting an Expression of Interest, together with the Draft Business Case to ensure the councils interest is logged should suitable premises or land become available.

### 110. Remembrance Day Parades

The Chair and Cllr Olsen expressed concern of the poor communication regarding Remembrance Day this year which they felt possibly has reflected negatively on the council. Whilst it is appreciated we are in unprecedented times there was lack of organisation this year with wreaths being laid on Friday, Sunday and Wednesday 11<sup>th</sup>. They asked who organises the event and what involvement the council has?

It was confirmed that the Boys Brigade organise the event and have done so for a number of years which has always been very well co-ordinated.

**RESOLVED:** the Clerk will liaise with the Boys Brigade and request that communication of the event is passed through the Clerk and that the council are kept up to date with any amendments to the plans.

### 111. Welsh Government Consultations

The following consultations were received from Welsh Government with a closing date for comment of 4<sup>th</sup> January 2021.

- [Regulations to establish Corporate Joint Committees](#)
- [Establishing Town and Country Planning \(Strategic Development Plan\) \(Wales\) Regulations-2021](#)

**RESOLVED:** the council have reviewed and considered both consultations and do not wish to submit a response.

### 112. Council Calendar of Events

Cllr Olsen asked the council to consider what events they will be planning to hold in 2021/22 so that these could be published on the council's website and social media at the beginning of the year giving ample notice to residents.

**RESOLVED:** the council supported this request and approved the below events. Dates of the events will be prepared for the January meeting for approval to publish.

- Hanging Basket/Planter Competition
- Scarecrow Competition
- Christmas Lighting Competition
- VE Day Celebrations
- Pin a Poppy – Remembrance Day
- Annual Grant Applications
- Community Engagement Event

### 113. Training

The Clerk circulated to member's information on available training. Should anyone be interested in attending any course they could contact the clerk.

### 114. Correspondence

The following correspondence was received and noted:

- Police Report.
- Letter regarding the Appropriate Sum under Section 137(4) (A) of the Local Government Act 1972 - Section 137 Expenditure Limit for 2021-22. The appropriate sum for the purposes of section 137(4) (a) of the Local Government Act 1972 (the 1972 Act) for Community and Town Councils in Wales for 2021-22 is £8.41.

### 115. Future Agenda Items

- Cllr Olsen requested the highway concern of residents installing temporary dropped kerbs, Wrexham Road.

#### Planning and Highways

### 116. Planning Applications

- i. The following planning applications were received for the Committee to considered.
  - a) [Ref: 061998](#). Side extension to dwelling forming garage & extended bedroom over 2 Almond Way, Hope. **Supported.**
  - b) [Ref: 062018](#). New extension to existing cottage with minor alterations. Shordley Bank Farm, Shordley Road, Hope. **Supported.**
  - c) [Ref: 061795](#). Application for variation of condition no. 1 following grant of planning permission ref: 054531. Prospect House, Stryt Isa, Hope. **Supported.**
  - d) [Ref: 062165](#). Renewal of permission to site a porta cabin as use of classroom. Bryntirion Hall School, Mold Road, Caergwrle. **Supported.**

**RESOLVED:** the above response will be submitted to Flintshire County Council.

- ii. The following applications were received which have been determined by Flintshire County Council.
  - a) Ref: 060120. Change of use from public house restaurant to private dwelling. Bridge Inn, Hawarden Road, Hope, Wrexham. **Refused on flood risk grounds.**

### 117. Highway Matters

- i. Following the review of the Transport, Traffic and Travel Strategy, Cllr Davies prepared and submitted a proposed list of priorities for the council to consider submitting to Flintshire County Council. Whilst the council have been unsuccessful in the Welsh Government grant on two occasions, the council needs to be proactive in attempting to resolve the priority concerns.

Members considered each proposal under the headings of Transport; Traffic; Travel concerns for pedestrians & cyclist; and Signage & Road Markings.

- ii. Nothing further to report.

**RESOLVED:**

- i. The council approved for the Transport, Traffic and Travel Priority List to be submitted to FCC.

Leisure and Environment

**118. Caergwrle Castle**

Cllrs Hilton and Williams together with the Clerk have signed and returned the legal documents and are now awaiting Cadw to sign and return a copy.

Cadw have also contacted the Clerk advising they would like to do a press release. The council have agreed, however, advised that no press release is to be made until both parties have signed and are in possession of the legal agreements.

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

**119. Risks to Public Rights of Way**

Cllr Olsen had requested this item following a recent article : [Ramblers map reveals 125 miles of rights of way paths in Flintshire that could be lost forever](#). The clerk advised she had contacted the Ramblers and they are yet to release a detailed map of the PROW in our area. This should be released within the coming months and she has signed up to their 'Join the Movement' so will be notified when the information is released.

Cllr Olsen suggested that if members are aware of any unused or potential risk loss to PROW to inform the council. Cllr Hilton also suggested if any members had contacts within local Rambler clubs to make contact with them.

**RESOLVED:** Members to inform the clerk of any potential risk loss to PROW which could then be submitted to The Ramblers. This will be kept under review and the council will await notification from the Ramblers once the area maps are released.

**120. Play Areas**

- i. The reviewed Service Level Agreement for the maintenance of Queensway Play Area was provided to all members to consider. There has been an addition to the agreement to cover ongoing tree and hedge maintenance. The Duration of the Contract shall be on a yearly rolling basis, with the council having the right to review at any time. The specification of works will be reviewed every two years.
- ii. Cllr Williams advised that the wild flowers beds at the Willows have been cut and is looking very tidy. The Willow Car Park however is in a very poor state and needs resurfacing. Cllr Healey advised he had previously pursued FCC regarding the resurfacing work when they were undertaking the installation of parking facilities at Heulwen Close, however, FCC advised the funding was not available for the Willows car park. He and Cty Cllr G Healey will continue to pursue FCC, however, he feels at this time that only pot holes would be filled rather than a full resurfacing.

Cllr Healey wished to thank Mr Dale Dunlop and the Covid19 Volunteers for helping to clear and tidy the wild flowerbeds at the Willow's. Work had unfortunately been delayed due to the firebreak.

**RESOLVED:**

- i. The council approved the renewal of the SLA with Greenfingers for the maintenance of Queensway Play Area.
- ii. The report was received and noted. Cty Cllrs D & G Healey will continue to pursue FCC for resurfacing works to be undertaken at the Willow car park.

## Finance

### 121. Payments

To authorise accounts for payment up to and including 2<sup>nd</sup> December 2020.

Payable To	Details	Amount
Mary Hughes	Supplies for Flintshire Foodbank Donation	£50.00
Lion Stores	Supplies for Flintshire Foodbank Donation	£50.00
Caergwrle Filling Station	Supplies for Flintshire Foodbank Donation	£50.00
Janet Hilton	Reimbursement - food supplies from Co-op & Spar for Flintshire foodbank donations	£300.00
Hope Brownies	Grant	£300.00
Castell Alun Bowling Club	Grant	£200.00
Hope Pre School	Grant	£345.00
Castell Alun Colts	Grant	£195.00
Hope Dragons	Grant	£350.00
Hope Beavers	Grant	£270.00
Hope Cubs	Grant	£270.00
Hope Scouts	Grant	£270.00
Hope Rainbows	Grant	£300.00
Cascade	Balance of website design	£1,500.00
Microshade	Email Account	£64.73
Staffing Costs	Nov Wages	£1,248.63
Mrs S Hughes	Stationery, Postage, Equipment, Travel etc	£41.88
Flintshire County Council	Street Light - Maintenance Repairs	£90.05
Flintshire County Council	Street Light - Maintenance Repairs	£155.05
Flintshire County Council	Street Light - Maintenance Repairs	£203.05
Flintshire County Council	Street Light - Maintenance Repairs	£189.55
Flintshire County Council	Street Light - Maintenance Repairs	£124.55
Flintshire County Council	Street Light - Maintenance Repairs	£90.05
		<b>£6657.54</b>

The Clerk reported the payment to iHTTP which was approved for £92.83 in October was actually only £49.80 due to the change in provider. The Clerk also reported overtime hours during October (6.9 hours) and November (11.1 hours).

**RESOLVED:** That the above payments up to and including 2<sup>nd</sup> December 2020 be approved and processed for payment. All Accounts for Payments will be formally signed by the Chairman of Finance and/or the Chairman of the Council and countersigned by two bank signatories at the first face to face meeting of the council.

The council approved the Clerks overtime hours which will be processed in the December payroll. The Clerk will now keep a time log of work undertaken so that council can consider whether additional contract hours are required.

The meeting of the Full Council began at 6.30pm and ended at 8.50pm

Chairman: ..... 6<sup>th</sup> January 2021