

# Hope Community Council

## Minutes of the Virtual (Zoom) Meeting held on Wednesday 5<sup>th</sup> January 2022.

**Present by Video:** Councillors Mrs C Olsen (Chairman), Mr H Manning, Mrs L Davies, Mrs M Williams, Mr B Hughes, Mrs C Sheibani, Mrs J Hilton, Dr R Parsonage, Mr D Roberts and Mr A Parry. Youth Representative Mr M Taylor.

**Absent:** Cllr S Waterhouse

**Also Present:** Mrs S Hughes Clerk and Responsible Financial Officer  
David Healey, Gill Pearson and Dan Roberts - Hwb Caergwrle Project.

### 201. Apologies for Absence

Apologies were received from Cllrs C Cunnah and A Parsonage.

### 202. Declarations of Interest

Cllr Olsen submitted and completed a Declaration of Interest in relation to agenda item 25(ii)/min 225.

### 203. Visitors

David Healey, Gill Pearson and Dan Roberts - Hwb Caergwrle Project. GP and DR gave a brief overview of how the idea came about following the volunteering work they undertook in the community during covid where they identified a need to support the community. A community survey has been undertaken together with a Focus Group session at Heulwen Close community centre.

*\*\*Cllr D Roberts joined the meeting 6.45pm*

They have already received a significant amount of verbal support from the likes of FLVC, FCC Chief Executive, FCC Enterprise and Regeneration, Police & Crime Commissioner, Young Persons Strategy Co-ordinator, Hope Family Medical Centre and Post Start Flintshire and letters of support from the Older Person's Strategy Co-ordinator for FCC and also one from Home-Start Flintshire.

A feasibility study has been prepared in conjunction with the objections of the Wellbeing and Future Generations Act. DH advised he has also been in contact with Cadw to seek their support for the likes of a heritage display in relation to the castle.

The Presbyterian Church are keen for the buildings to be preserved and like the ethos of this project, however, they have only given a window of 6 months to secure £180k+. The group have now established a Charitable Incorporated Organisation and have been guided towards a number of funding opportunities. DH also commented that Town & Community Councils can actually apply for a loan. They are also aware that developers have submitted bids to the Church.

It was stressed that although the name is Hwb Caergwrle, it would be a facility for Caergwrle, Hope, Abermorddu and Cefn-y-bedd. The school building would be known as Hwb Caergwrle and house a community café (with reasonably priced meals), spaces available for mindfulness, arts & crafts, gardening club and allow for residents to engage etc; the chapel building would be a venue for larger groups such as rentable rooms for wellness activities, exhibitions, events (parties/weddings etc). There would be two chargeable rates; lower rate for e.g. for local people/more health & wellbeing focussed events and a commercial rate for weddings, parties etc. The facility would only be able to offer limited disabled parking and therefore Caergwrle car park would need to accommodate other users.

DH summarised and asked the council if they would be willing to support the project, provide a letter of support, be willing to share the council's Community Centre Business Plan (the purpose of this request is to evidence that the council has also looked to achieve a similar project) and finally to liaise with Cadw? The Chairman advised that whilst members are in support for this project, there's obviously a number of conversations and discussions for the council and these will take place at the February council meeting.

The Chairman thanked the visitors for attending and sharing the ideas and plans for the project and that the council will endeavour to get back to them as soon as possible.

*\*\* DH, GP and DR left the meeting at 7.15pm*

#### 204. **Chairman's Announcements**

The Chair welcomed all members back after the Christmas break and wished all a Happy New Year.

#### 205. **Minutes of Council and Standing Committees**

**RESOLVED:** the Minutes of the Ordinary Meeting of the Council held on 1<sup>st</sup> December 2021 be approved as a correct record. In accordance with guidance from the Internal Auditor, it is acceptable for the minutes to be formally signed by way of an electronic signature from the Chairman.

#### 206. **Matters Arising**

**Min 158** - Members were provided with a copy of a letter from Jeremy Miles MS (Minister for Education and Welsh Language) in response to Mark Tami's letter regarding to Nitrous Oxide.

**Min 161** – the Community Engagement event has been advertised and will be held in person and remotely on Saturday 15th January. Obviously the 'in person meetings' will be dependent on changes to government restrictions/guidance. Cllr Sheibani advised that due to personal circumstances she was now not available.

**Min 183** – one application has been received for the current Councillor vacancy. Applications do not close until 21st January 2022.

**Min 195** - The council wrote to FCC to raise concerns of the Safer Routes and TTTS. Jayne Rogers responded to advise that a meeting will be co-ordinated in the new year, however, it has since been established that Jayne Rogers has actually left FCC. The Clerk has contacted Anthony Stanford.

#### 207. **Public Questions/Correspondence**

There was no public question received.

#### 208. **Council Calendar of Events**

**RESOLVED:** the council approved the coming years proposed schedule which will be published on the website and social media.

#### 209. **Chain of Office**

Due to the current Chain of Office ribbon being full, costings for a new ribbon was obtained. The council were asked to consider what should be done with the existing ribbon and name bars and whether going forward the council wishes to continue with name bars.

**RESOLVED:** members were asked to consider suitable options for the existing ribbon/name bars. The current Chairman's Board within Hope Church will also be reviewed and will be included on the February agenda for further consideration.

#### 210. **Estyn Report**

The council reviewed and considered the latest Estyn Report released in Dec 2021 [Experiences of peer-on-peer sexual harassment among secondary school pupils in Wales](#).

**RESOLVED:** the council will contact the Head Teacher of Castell Alun to request either a response from the school in relation to the report or a Zoom meeting to discuss what actions the school is taking.

#### 211. **Cenotaph**

War Memorial Trust contacted the council stating that they have received information of areas of damaged screed on the memorial base and steps, as well as the steps to the memorial. In addition, some inscriptions are no longer legible and would benefit from repainting and potential selective re-sharpening. They also suggested that the surface surrounding the war memorial potentially may have a trip hazard.

As FCC undertakes a clean of the area for Remembrance Day and from historical information it would appear that FCC are responsible for the upkeep and maintenance of the cenotaph the information has been shared with Ian Williams FCC.

**RESOLVED:** War Memorial Trust will be informed that this information has been passed to FCC.

#### 212. **Willows Car Park & ASB**

Cllr Hilton reported of ASB incidents at the Willows car park and intimidation of neighbouring properties. The Clerk shared the response from PCSO Helen Holden who advised that house to house enquiries were

completed and CCTV checked in relation to the damaged cars, but these were all unsuccessful. In the past twelve months the police have only received two reports made from the location.

The Clerk also advised that following a further request to the PCSO to provide monthly reports, they had again responded to say that they no longer produce these for any of the wards and that the agreed method of obtaining the information continues to be the [North Wales Police crime statistics page](#). Cllr Hilton stated that during a OVW meeting the Police & Crime Commissioner Andy Dunbobbin, did comment that the police should be providing monthly reports and attending meetings, where possible. The Clerk said that the PCSO has agreed to attend face to face meetings but they were unable to attend via Zoom.

**RESOLVED:** the council will write to the Police & Crime Commissioner, Andy Dunbobbin to seek clarification on the police reports to Town & Community Councils. The PCSO's will also be asked if they are able to attend virtual meetings using an alternative platform other than Zoom.

### 213. Consultation

To review and consider The Local Government and Elections (Wales) Act 2021: [Draft Statutory Guidance for Community and Town Councils](#). Closing date 17.03.2022.

**RESOLVED:** the report was received and noted and the council did not wish to submit any comments.

### 214. Clerks Report

The Clerk circulated the updated Issue Log detailing outstanding issues and details of progress. This report is for information only and should any items require further discussion they will need to be included on a future agenda (if not already on the current agenda).

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

### 215. Correspondence

The following correspondence was received and noted:

- OVW & Planning Aid Wales Training Courses and events.
- Flintshire & Wrexham Borderlands Station Improvements – Meeting invitation 10<sup>th</sup> January 3pm.
- Welsh Government Councillor remuneration and citizen engagement in Wales – reports.
- Email from Llyr Gruffydd MS re: survey on local sewerage problems. This has been shared with the County Councillors.
- An email from Neal Cockerton re Service Impact (**Confidential**)
- Grant thank you letters from Wales Air Ambulance and Friends of Castell Alun School

### 216. Future Agenda Items

- Hwb Caergwrle Project

## Finance

### 217. Quarterly Budget Review

- The Clerk provided the Council with copies of the quarterly budget review summary, budget monitoring report and bank reconciliation (Appendix A). The documents had been reviewed prior to the meeting and the Chairman asked if there were any issues or questions.
- 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. Due to Covid and virtual meetings, this will be undertaken electronically.

**RESOLVED:**

- No questions or issues were raised. The quarterly budget review/accounts was approved.
- The regular checks of standing data with suppliers will be completed by Cllr Manning electronically.

### 218. Payments

To authorise accounts for payment up to and including 5<sup>th</sup> January 2022.

Payable To	Details	Amount
Mega Electrical	Supply New Christmas Lights (3x villages)	£3,484.80

Payable To	Details	Amount
Mega Electrical	Christmas Lights (install lights 3x villages)	£4,824.00
RN Electrical & Security	CCTV Cameras Servicing & repairs	£1,358.00
Staffing Cost	Dec-21	£1,379.22
Mrs S Hughes	Stationery, Postage, Equipment, Travel etc	£99.14
AVOW	Payroll - Oct - Dec	£47.85
	Voucher - Christmas Lights Competition 1 <sup>st</sup>	£50.00
	Voucher - Christmas Lights Competition 2 <sup>nd</sup>	£30.00
	Voucher - Christmas Lights Competition 3 <sup>rd</sup>	£20.00

**RESOLVED:** The above payments be approved. In usual times the payment schedule would be formally signed by the Chairman of Finance and/or the Chairman of the Council & countersigned by two bank signatories, however, in accordance with guidance from the Internal Auditor as the Accounts for Payments are approved at the meeting & itemised within the minutes this will be accepted.

## Planning and Highways

### 219. Planning Applications

- i. There were no planning applications received for the Committee to consider.
- ii. The following applications received which have been determined by Flintshire County Council.
  - a) [Ref: 063718](#). Proposed removal of existing pitched roof to be replaced with Flat Roof with roof light. Proposed addition of Roof Lights. Proposed Re- render of the property. Proposed replacement of Doors and Windows. 37 High Street, Caergwrle. **Approved**
  - b) [Ref: 061271](#). Change of use of land for extension of existing site to provide up to 6 Gypsy Traveller Pitches. White Acres Caravan Site Gwern Lane, Hope. **Approved**
  - c) [Ref: 063066](#). Garage conversion with bay to front and link to dwelling. Scarlett Manor, Huxleys Lane, Hope. **Approved**
  - d) [Ref: 063666](#). Single storey front porch and rear extensions. Westwinds, Wrexham Road, Hope. **Approved**.

### 220. CCTV

Cllr Davies reported that during the annually CCTV servicing a camera and hard drive required replacing in the unit by the castle entrance at a cost of £305+vat. This was approved in consultation with Cllr L Davies – Chair of P&H and the Clerk on 14.12.2021.

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

### 221. Highway Matters

- i. Cllr Davies provided an update on the concerns of the vacant land on Llwyn Eglwys. She again has spoken with FCC Environment, Planning and Enforcement. They have deemed no action as the land currently has planning permission.
- ii. Cllr Hilton questioned whether any update from FCC Transportation had been received on the Safer Routes programme of works? Cty Cllrs David and Gladys Healey have also responded to FCC raising questions and concerns following the letter from the council.
- iii. Cllr Parry questioned what had happened to the VAS sign in Abermorddu which was faulty and due for repairs and the one in Hope which now seems permanent as he thought they should be rotated?

**RESOLVED:**

- i. The report was received and noted.
- ii. Due to Jayne Rogers subsequently leaving FCC, this will be chased with Jessica Wellstead.
- iii. This will be followed up with FCC Highways.

## Leisure and Environment

### 222. Christmas Lights Competition

**RESOLVED:** 6 entries were received this year and Cllrs Hilton and Sheibani undertook the judging on Sunday 19<sup>th</sup> December. Cllr Hilton has liaised with the winners and they will be selecting their vouchers.

1st Place - Marie Cartwright

2nd place - Sam Davies

3rd place - Sion Morris

## 223. Play Areas

- i. Queensway play area to relocate the existing goal post - Brian Davies Ltd have advised they will be unable to quote. A site meeting with Jones Brothers was held early this week.
- ii. Due to the delay in receiving the ground survey report from the Willows and the uncertainty regarding potential building work at Porch lane garages it is unlikely that any improvements will be done this financial year. Richard Roberts has proposed that the match funding for this year be deferred until the next financial year. Although they cannot guarantee match funding he has advised Hope Council would be top of the list.

**RESOLVED:** the above reports were received and noted.

## 224. Noticeboard – Abermorddu

The planning application has been prepared, however, it is proving extremely difficult to gain assistance/guidance from FCC on obtaining appropriate drawings. Cty Cllr Healey is trying to assist with.

**RESOLVED:** the planning application will be submitted with the current information and should FCC require more detailed information for this application it will be dealt with at that time.

## 225. Caergwrle Castle

- i. Notes of the meeting held on 14 December with FCS regarding the repairs following Storm Arwen were provided to all members.

*\*\*Cllr Olsen was placed in the waiting room at 8.22pm as she had declared an interest on the next item.*

- ii. FCS were obtaining 3 quotes for Phase 1 of the work required following Storm Arwen. To date only 2 have been received and vary significantly in price ranging from £3,850 - £5750. The council were not in possession of the actual quotes to identify reasons for the variance. FCS had advised earlier in the day they would be contacting the 3<sup>rd</sup> contractor today. To prevent unnecessary delays, the council approved delegated powers to the Chairman of Leisure & Environment and the Clerk, with the Castle Working if required, to review the quotes and appoint a contractor.

*\*\*Cllrs R Parsonage, A Parry and J Hilton left the meeting at 8.36pm and Cllr Olsen returned at 8.40pm*

- iii. The Clerk advised she had a telephone appointment with EA Harris Solicitors regarding the process for registering the land. They have advised that there will be solicitor costs and land registry costs, the land registry costs may be linked to the value of the land. The council may need to get the land valued. They have suggested we could liaise with Cadw to see if they are able assist with providing an estimate of the land. They are also making further enquires.
- iv. FCS advised that should a grant be needed, they can do the grant application for the replacement steps as part of the Management Plan and AH will obtain quotes.

**RESOLVED:**

- i. The report was received and noted.
- ii. The council have approved and given delegated powers for the Chairman of Leisure & Environment and the Clerk, together with the Castle Working Group if required, to review all 3 quotes for best value for money as soon as these are received and appoint a contractor to complete Phase 1 of the work, up to the value of £5750.
- iii. Cadw will be asked if they are able to assist with providing a valuation of the castle/cenotaph land or alternatively, a local Land Estate Agent will be contacted.
- iv. The council approved for FCS to contact Cadw on their behalf to initially report that the two sets of steps within compartment 9 will require replacing. Should Cadw not agree to undertake this work, FCS will complete and submit the required grant application to Cadw.

The meeting of the Council began at 6.30pm and ended at 8.45pm.

Chairman: ..... 2<sup>nd</sup> February 2022

<b>Hope Community Council - Summary Accounts</b>			
<b>2021/22 Financial Year</b>			
<b>Income</b>			
	<b>Actual</b>	<b>Anticipated</b>	<b>Difference</b>
Precept	93,706.00	93,706.00	0.00
Bank Interest	9.58	12.00	-2.42
Refunds/Other (inc Match Funding)	0.00	10,000.00	-10,000.00
CADW - Castle Maintenance Grant	0.00	4,450.00	-4,450.00
VAT Refund	2,302.68	2,302.68	0.00
<b>Total</b>	<b>96,018.26</b>	<b>110,470.68</b>	<b>-14,452.42</b>

**Expenditure**

	<b>Actual</b>	<b>Agreed Spend</b>	<b>Balance</b>
<b>Leisure &amp; Environment Committee</b>			
Summer Play Scheme/Youth	1,428.90	4,200.00	2,771.10
Enviro Improvements/Play Grounds	2,519.29	16,100.00	13,580.71
Caergwle Castle	3,437.68	3,500.00	62.32
L&E Misc/Reserved - Queensway Match Funding	23,992.42	20,000.00	-3,992.42
L&E Misc/Reserved - Caergwle Castle	0.00	22,933.00	22,933.00
Community Engagement/Competitions	180.00	500.00	320.00
Village Improvements	18.75	2,000.00	1,981.25
<b>Planning &amp; Highways Committee</b>			
Bus Shelters	0.00	200.00	200.00
Street Lighting Supply	0.00	4,500.00	4,500.00
Street Lighting Maintenance	3,784.30	30,300.00	26,515.70
Christmas Lights	0.00	8,000.00	8,000.00
CCTV	2,182.80	1,000.00	-1,182.80
P&H Misc/Reserved - Street Light Upgrade	0.00	36,143.85	36,143.85
Road & Highway Improvements	0.00	4,855.00	4,855.00
<b>Finance Committee</b>			
Staffing costs (salaries, pensions, ni, paye)	11,859.81	14,683.00	2,823.19
General Admin	5,294.98	5,973.00	678.02
Grants	4,000.00	4,000.00	0.00
Election Costs	0.00	500.00	500.00
Chairman's Allowance & Cllrs Expenses	0.00	6,700.00	6,700.00
Training	330.00	1,500.00	1,170.00
Noticeboard/Mill Maps	0.00	1,350.00	1,350.00
Defibrillator	0.00	250.00	250.00
VE Day/Village Celebration (Reserves)	72.00	750.00	678.00
Working Balance	159.54	0.00	-159.54
<b>Total</b>	<b>59,260.47</b>	<b>189,937.85</b>	<b>130,677.38</b>

<b>Current Summary</b>	
Bank Balance as at 31 March 2021	122,564.87
Total Expenditure	59,260.47
Total Income	96,018.26
<b>Balance as at 31 Dec 2021</b>	<b>159,322.66</b>
VAT Costs for 2021/22 Financial Year	5,253.99

HOPE COMMUNITY COUNCIL BUDGET MONITORING 2021/22				
Committee/Budget	Budget	Actual to Date	Available	Notes
Head	2021-22		Balance	
<b>Leisure and Environment</b>				
<b>Committee</b>				
Summer play scheme/Youth (inc £2000 reserves)	£4,200.00	£1,428.90	£2,771.10	
Environ imp/plygrnd	£16,100.00	£2,519.29	£13,580.71	Approved to allocate £10k match funding
Caergwrle Castle	£3,500.00	£3,437.68	£62.32	
<i>(together with Reserves)</i>	£22,933.00	£0.00	£22,933.00	
L&E Misc/Reserved - Queensway Match Fund	£20,000.00	£23,992.42	-£3,992.42	VAT will be reclaimed
Community Competitions/Engagement	£500.00	£180.00	£320.00	
Village Improvements	£2,000.00	£18.75	£1,981.25	
		£0.00	£0.00	
<b>Total</b>	<b>£69,233.00</b>	<b>£31,577.04</b>	<b>£37,655.96</b>	
<b>Planning and Highways</b>				
<b>Committee</b>				
Bus shelters	£200.00	£0.00	£200.00	
Street lighting – supply	£4,500.00	£2,090.10	£2,409.90	
Street lighting – maint (inspections & repairs)	£30,300.00	£1,694.20	£28,605.80	Work will be undertaken by yr end
Christmas lights	£8,000.00	£0.00	£8,000.00	Invoice usually received 4th quarter
CCTV Cameras	£1,000.00	£2,182.80	-£1,182.80	Over budget due to damaged camera
P&H Misc/Reserved - Street Light Upgrade	£36,143.85	£0.00	£36,143.85	Invoice received, not paid as a query
Road & Highway Improvements	£4,855.00	£0.00	£4,855.00	
<b>Total</b>	<b>£84,998.85</b>	<b>£5,967.10</b>	<b>£79,031.75</b>	
<b>Finance Committee</b>				
Salaries and N.I. (& payroll fees)	£12,538.00	£10,075.37	£2,462.63	
Pension/gratuity	£2,145.00	£1,784.44	£360.56	
Expenses - Clerk Travel (Gen Admin)	£200.00	£83.70	£116.30	
Telephone (Gen Admin)	£0.00	£0.00	£0.00	
Audit fees (Gen Admin)	£500.00	£196.56	£303.44	Awaiting external audit invoice
Chain / honours board (Gen Admin)	£100.00	£0.00	£100.00	
Stationery & equipment (Gen Admin)	£350.00	£363.19	-£13.19	
Computer, Maint, Hosting & GDPR(Gen Admin)	£850.00	£1,684.66	-£834.66	Over budget due to Cllr Email Accounts
Petty cash (Gen Admin)	£0.00	£0.00	£0.00	
Insurance (Gen Admin)	£1,350.00	£1,277.76	£72.24	
Subscriptions (Gen Admin)	£770.00	£110.00	£660.00	Renewals due early 2022
Photocopier (Gen Admin)	£250.00	£148.38	£101.62	
Election expenses	£500.00	£0.00	£500.00	Not anticipated to be spent
Office costs (Gen Admin)	£1,303.00	£1,073.88	£229.12	inc it equip for hybrid meetings
Grants	£4,000.00	£4,000.00	£0.00	
Chairman's allowance/Cllr Exp	£6,700.00	£0.00	£6,700.00	Payments to be made 4th quarter
Council website (Gen Admin)	£300.00	£186.00	£114.00	
Training	£1,500.00	£330.00	£1,170.00	
Noticeboard/Millennium Maps	£1,350.00	£0.00	£1,350.00	To be spent 3rd/4th quarter
Defib	£250.00	£0.00	£250.00	
Reserves for Village Celebration (VE Day)	£750.00	£72.00	£678.00	
Working Balance		£330.39	-£330.39	
<b>Total</b>	<b>£35,706.00</b>	<b>£21,716.33</b>	<b>£13,989.67</b>	
<b>Summary</b>				
Leisure and environment <i>(incs £44933 reserves)</i>	£69,233.00	£31,577.04	£37,655.96	
Planning and Highways <i>(incs £36143.85 reserves)</i>	£84,998.85	£5,967.10	£79,031.75	
Finance <i>(incs £750 reserves)</i>	£35,706.00	£21,716.33	£13,989.67	
<b>Total</b>	<b>£189,937.85</b>	<b>£59,260.47</b>	<b>£130,677.38</b>	
** All above figures include VAT which will be reclaimed				

Finance Committee - Quarter Review (31.12.2021)						
Current Acc Bal B/f					12,991.79	
Date Cashed	Cheque No	Payee	Details	Amount	Unpresented Cheques	
					£395.00	fcc street light - invoice query
				Total		
Actual Balance Carried Forward				12,991.79	£395.00	
					<b>£13,386.79 Bank Statement Balance</b>	
				146,330.87		
Deposit Acc Bal B/f						
Date	Type	Details		Amount		
				Total		
Balance Carried Forward				146,330.87		
<b>Total Balance of All Accounts</b>				<b>159,322.66</b>	<b>£146,330.87 Bank Statement Balance</b>	
					<b>£159,717.66 Total Balance inc Unpaid Chqs</b>	

Account overview		Last Updated 04 Jan 2022 09:54
Account		Balance ?
40-16-01 11084046 Bmm Account - Hope Cc		GBP 0.00 >
40-16-01 31082426 Charitable - Hope C C		GBP 13,386.79 >
40-16-01 51084054 Bmm Account - Hope Cc		GBP 146,330.87 >