

Hope Community Council

Minutes of the Virtual (Zoom) Meeting held on Wednesday 5th May 2021.

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

Present by Phone: Cllr A Parsonage

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

9. Apologies for Absence

Apologies were received from Cllrs S Waterhouse, D Healey and A Parry.

10. Declarations of Interest

There were no Declarations of Interest received.

11. Chairman's Announcements

The Chair wished to thank Cllr Hilton for the past 2 years, during which has been very challenging and difficult during the pandemic. She is committed to continue the good work and is looking forward to working as a team to better our community.

12. Minutes of Council and Standing Committees

RESOLVED: the Minutes of the Ordinary Meeting of the Council held on 7th April 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.

13. Matters Arising

Min 179 - An invitation was received from IRPW for one member to attend the first review session on 29th April 2021. Cllr Hilton reported that unfortunately she was unable to attend.

Min 196 - Q1. This is currently being looked into further and will be included on the June agenda.

Q2. FCS have advised that the litter at the castle is no worse than anywhere else. FCS will install an additional sign at the entrance by the bin.

Helen Mrowiec also advised that they are in the process of setting up a community champion scheme, where they provide litter picker and gloves to individuals – they would need to commit to providing us with information about how many bags they have picked etc. This information has been shared with the resident should he wish to contact HM.

Min 196 - Q4. FCC enforcement (Vicky Plant) has been informed of the hotspot areas and confirmed these will be included on the rota over the coming weeks and they will put together some data for feedback. They will also be asking officers to engage with owners/walkers and issuing dog foul bags if necessary.

Min 205 - Cllr Olsen had requested for Council Email Accounts, a Community Survey and to convert the telephone kiosk into an exchange hub, however, due to the number of items already on the agenda it has been agreed to defer these until June.

RESOLVED: Council Email Accounts, a Community Survey, litter and conversion of the telephone kiosk will be included on the June agenda.

14. Public Questions

An email has been received from a resident with concerns of speeding traffic on Hawarden Road Abermorddu and raised the concern that there were temporary traffic signals during the speed survey undertaken last year. The Clerk advised that she has responded to the resident advising the council too had the same concerns and that FCC have agreed to undertake a further survey.

*7.05pm Cllr B Hughes arrived.

15. County Councillors Report

A written report was provided to members in advance of the meeting. Within the report Cllr Healey advised of a new Head Teacher at Castell Alun, Mr Colin Ellis who would be willing to attend a future meeting of the council.

RESOLVED: the report was received and noted and the Chair thanked the County Councillors. The council will offer an invitation to Mr Colin Ellis to the June or July meeting.

16. Internal Audit

The Clerk reported that the Internal Audit has been undertaken with no issues raised. The Auditor has made a recommendation (to all councils) regarding the risks of supplier (procurement) fraud. The risk assessment should be updated to include supplier (procurement) fraud including the adequacy of supplier onboarding controls.

Additional information is being investigated on how this can be achieved and will be reported at the June meeting for the council to consider.

RESOLVED: the report was received and noted. The Clerk will present at the June meeting information on supplier (procurement) fraud, including the adequacy of supplier onboarding controls.

17. Annual Return for the Year Ended 31st March 2021

A copy of the Annual Return was provided to all members. The Clerk then presented the Annual Return for signature. The Notice of Appointment of Date for the Exercise of Electors Rights will be displayed from (no later than) 6th August 2021 for 14 days. The documents will then be made available for inspection between 20th August – 17th September 2021.

RESOLVED: the Council approved the Annual Return for the Year Ending 31st March 2021 which will be signed by the Clerk/RFO and Chair. The Clerk will display the Notice of Appointment of Date for the Exercise of Electors Rights from (no later than) 6th August for 14 days and the documents will then be made available for inspection between 20th August – 17th September 2021.

18. Cenotaph / Flags

The Clerk reported that no further information has been obtained. Cllr Olsen proposed that as this area falls within the castle grounds that this matter is taken up by the Castle Working Group to aid support to the clerk in these inquires.

RESOLVED: the council approved for the Castle Working Group to investigate ownership and responsibility for the cenotaph, flagpoles and flags. A copy of the castle deeds will be provided to the Working Group.

19. Youth Representatives and Youth Working Groups

Cllr Olsen reported that she had been making inquiries of youth involvement and found that this is being strongly encouraged throughout Wales, she has liaised with both the Youth Reps and proposed to form a Youth Working Group to consider plans/projects for the Youth Representations to take the lead on.

RESOLVED: a Youth Working Group was approved by the council with the following members: Mr D Jones, Mr M Taylor, Cllrs Olsen, Hilton, Sheibani, Manning and r Parsonage. The Working Group will co-ordinate a meeting to consider suitable plans/projects which will be presented to full council.

20. Training

Members were provided with information on available training. Cllr Olsen requested to attend Planning Aid Wales – Planning Enforcement.

RESOLVED: the Clerk will book the Planning Enforcement training and should anyone be interested in attending any course they should contact the clerk.

21. Clerks Report

The Clerk circulated the updated Issue Log detailing outstanding issues and details of progress.

FCC Legal have confirmed that the issue of residential access onto Crossways had not in fact been forwarded to them. They have however advised that Enforcement Officers will be increasing patrols in this area and progress this matter accordingly.

Cllr Hilton requested that Allotments be included to the Log.

RESOLVED: the report was received and noted. Allotments will be included on the Log.

22. Correspondence

The following correspondence was received and noted:

- OVW & Planning Aid Wales Training Courses.
- Letter from a resident re: Caergwrle Castle (details under Item 23).
- Audit Wales. Invitation to attend a Live Webinar – Your Town Your Future. 20th May, 10.30-12.00.
- Correspondence via the Chair from residents of Alyn Fields regarding the land of Cae Alyn.
- Clwyd Pension Fund – Funding Strategy Consultation.

RESOLVED: as the comment by date is 26th May, this will initially be circulated to the Personnel Committee to review and should they consider a council response is required an Extraordinary meeting will be held.

- Hope House funding request.

23. Future Agenda Items

- Cllr Hilton - the councils appointment of School Governor(s).

Planning and Highways

24. Planning Applications

- The following planning applications were received for the Committee to consider:
 - [Planning Ref: 062563](#). Proposed rear/side ensuite bedroom extension, detached timber garden shed, (2no. circular flower beds & 1no curved wall in retrospect). Dyke, Wrexham Road, Hope. (The comment by date could not be extended to allow full council to consider).
 - [Planning Ref: 062204](#). Proposed single storey extension to the front of the property. Rhanberfedd Farm, The Coach House, Mold Road, Caergwrle. **Supported on the condition that there no objections for neighbouring properties. The council reserves the right to make further comments should any issues or concerns be raised.**
 - [Planning Ref: 062817](#). Single storey extension to rear. The Haven, 1 Bryn Alyn Cottages, Bridge End, Caergwrle. **Supported on the condition that there no objections for neighbouring properties. The council reserves the right to make further comments should any issues or concerns be raised.**

- d) [Planning Ref: 062802](#). Erection of a single 3 bed detached dwelling, parking & associated works. Land to the rear of 39-41 High Street, Caergwrle. **Objection due to overdevelopment of the site.**
- e) Notification that an appeal has been made to the Planning Inspectorate regarding [Planning Ref: 060120](#). Change of use from public house restaurant to private dwelling. Bridge Inn, Hawarden Road, Hope. Appeal Reference No.: [APP/A6835/A/21/3272513](#)
- f) [Planning Ref: 062818](#). Erection of an Extension to side. 2 Almond Way, Hope. **Supported on the condition that there no objections for neighbouring properties. The council reserves the right to make further comments should any issues or concerns be raised.**

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

- ii. The following applications received which have been determined by Flintshire County Council.
 - a) [Planning Ref: 062203](#). Proposed single storey extension to the front of the property. The Coach House Rhanberfedd Farm, Mold Road, Caergwrle. **Approved**
 - b) [Planning Ref: 062567](#). Proposed front extension to bungalow, balcony terrace and internal. 16 Rhyddyn Hill, Caergwrle. **Approved**
- iii. Cllr Davies and Cllr Williams had been made aware of an applicant who's planning application with FCC had been out sourced to Eden Planning in Altrincham. On making enquires Cllr Davies reported that FCC have advised that during the pandemic they have dropped to 30% of Officers and therefore a decision was taken to outsource to Eden Planning as they have previously worked with FCC and was able to assist in processing applications.

25. Proposed Diversion of Public Right of Way

To consider the proposed diversion of public footpath no.17 in the community of Hope. The Planning Officer has stated that considers the proposed acceptable as it satisfies the criteria for both the making and confirmation of Orders as set out in section 119 of the Highways Act 1980 (as amended).

RESOLVED: no objections, fully supported by the council.

26. Land at Hawarden Road/Llwyn Eglwys

Cllr Davies advised that she continues to receive complaints about the aesthetics and safety of this site. Despite letters being sent to the owner, no contact has been made and no effort to clear the site. Contact has been made with FCC who have advised this will be passed to Enforcement.

RESOLVED: the report was received and noted.

27. Highway Matters

- i. Anthony Stanford has confirmed that Go Safe will assess the area for the suitability of a van for Fagl Lane and if necessary would attend with a hand held. He also agreed to undertake the speed survey on Hawarden Road (south).
- ii. Members were provided with notes from the meeting held with Anthony Stanford, Jessica Wellstead, Ian Bushell held on 15th April. This was a very productive meeting and the FCC Members were very much on board with the councils TTTS issues. They will be making investigations and following this up with a further meeting in about 1 months' time.

Members were also provided with the description of the plans for the Safer Route in the Community Scheme. FCC will be undertaking a consultation (towards the end of the year) where the council will have the opportunity to respond. The work has to be undertaken within 12 months.

RESOLVED: the reports were received and noted.

Leisure and Environment

28. Allotments

Since the last meeting there were issues raised regarding the locations suggested to be submitted to FCC. The four chairs communicated on this matter which resulted in agreeing that a letter should be sent with the results from the survey, but at the time not to include the locations until further discussions and consideration has been made. Members re-considered the locations and agreed that these should not be submitted to FCC.

RESOLVED: the council agreed that suggested locations for allotments should not be put forward to FCC and the council will wait to receive a response from FCC.

29. Willows Playing Fields

- i. Jenny Prendagast has confirmed that the summary of the land survey at the Willows has not yet been received.
- ii. The council considered the letter from FCC regarding match funding together with the play condition survey of the Willows. There was a lengthy discussion regarding the proposed location of the Willows for match funding as the council are still to receive a summary of the land condition survey and therefore no decision at this time can be made to make an investment. It was also questioned why Porch Lane had not been included by FCC as this location was considered, by some member, to warrant investment.

RESOLVED: Until the summary of the land survey at the Willows is received, the council is unable to make an informed decision regarding committing to match funding. The council will write to FCC to advise they are interested in match funding, but are unable to commit by the date they requested of 26th May, until the land survey has been received. A copy of the Porch Lane play condition survey will be requested, together with confirmation of what 'ranking' it has been allocated regarding the need for improvements.

30. Play Areas

- i. The contractors have been appointed for the play area improvements and a completion date of no later than mid July agreed.
- ii. Porch Lane – images were shared of the play area taken by Cllr Hilton. Cllr Hilton expressed concern of the condition of this play area.

RESOLVED: as per min 29, the council will be requesting a copy of the Play Condition Survey for Porch Lane to consider further.

31. Caergwrle Castle

- i. FCS submitted their Annual Report for the council's information.
- ii. The Clerk read the response letter which had been received from the resident following the council's letter regarding cutting back of trees which also included a suggestion to meet with members.

RESOLVED:

- i. The report was received and noted.
- ii. The council will prepare a response and advise that it is considered that a meeting is not necessary at this time as the council's decision has not changed in relation to the cutting back of trees on site.

Finance

32. Payments

To authorise accounts for payment up to and including 5th May 2021.

Payable To	Details	Amount
Flintshire County Council	Caergwrle Castle Annual Management 2020-21	£3,000.00
Flintshire County Council	Street Light - Maintenance Repairs	£124.55
Mrs Hughes	ICO - Data Protection Fee (paid by the Clerk via card)	£40.00
Compacc Complete Accountancy	Filing of 2020/21 P11D	£35.00
Staffing Cost	Apr-21	£1,622.70
Greenfingers	Queensway Play Area Ground Maintenance (1 of7)	£214.28
JDH Business Services Ltd	2020/21 Internal Audit	£196.56
Mrs S Hughes	Stationery, Postage, Equipment, Travel etc	£39.36
Flintshire County Council	Annual Rent for Queensway Play Area	£59.33
Zurich Insurance	Annual renewal	£1,277.76
Canda Copying	Photocopier	£49.69

The Clerk reported that despite the increase in hours she has undertaken an additional 5.8 hours which were required to complete essential work. She requested that contracted hours are kept under review.

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 and countersigned by two bank signatories, however, in accordance with guidance from the Internal Auditor as the Accounts for Payments are approved at the meeting and itemised within the minutes this will be accepted during the constraints of virtual meetings.

The Clerks contracted hours will be kept under review.

The meeting of the Full Council began at 6.55pm and ended at 9.20pm

Chairman: 2nd June 2021