

Hope Community Council

Minutes of the Ordinary (Hybrid) Meeting held on Wednesday 6th April 2022.

Present in Person	Councillors Mr H Manning, Mr B Hughes, Mrs C Sheibani, Dr R Parsonage and Mr I Swain
Present by Video	Cllrs Mr D Roberts, Mrs C Cunnah, Mrs J Hilton, Mrs L Davies, Mrs M Williams and Youth Representative Mr M Taylor
Also Present	Mrs S Hughes Clerk and Responsible Financial Officer

274. Apologies for Absence

Apologies were received from Cllrs C Olsen (Chairman), A Parry, S Waterhouse and A Parsonage.

275. Declarations of Interest

RESOLVED: Cllr Sheibani declared an interest in relation to Agenda Item 17i(b) – Min290 and provided a completed Declaration of Interest form.

276. Chairman's Announcements

Cllr Manning on behalf of the Chair wished good luck to all those taking part in the upcoming elections and expressed thanks to all the members for all their efforts and hard work for our Community.

277. Minutes of Council and Standing Committees

RESOLVED: the Minutes of the Ordinary Meeting of the Council held on 2nd March 2022 be approved as a correct record and signed by the Chairman.

278. Matters Arising

Min 271 - The possible encroachment of a newly installed fence along the Ash Path (Hawarden Road, Hope) has been reported to FCC and Ian Williams advised he will visit the site.

Min 234/221 – Due to the Safer Routes in the Communities scheme being postponed until after the elections, the council have written to FCC and received the following responses:

- i. As the funding was ring fenced for these projects and it was clear it had to be delivered before 31.3.2022. How can FCC ensure that money will not be taken back as unspent by Welsh Government? *A: FCC advised that the funding from Welsh Government is secure.*
- ii. How much will the delays cost FCC in “aborted work/ delayed start cost” as we were informed the contract had been awarded and a start date scheduled? *A: there have been no abortive costs. The contractors are still on board and will commence late May. They also reiterated that all large schemes across the county have been postponed.*

279. To receive any Public Questions/Correspondence.

- i. Correspondence was received regarding the recent flag changes on the cenotaph which have been responded to. Within one communication it stated that the council was in breach of Planning Regulations – Local Planning Note 16, Issue 2, whereby it states that advertisements within a conservation area requires planning consent. Enquires have been made with FCC Planning regarding the Owain Glyndwr and St Davids Day flags which are flown on a temporary basis (max 1 week) and they have replied with the following: *Having considered the short duration of the time the non national flags are proposed to be in place we consider that advertisement consent or planning permission would not be necessary. If it is proposed for these flags to be displayed for a longer period then consent should be sought.*
- ii. Correspondence was received by the council and directly to Cllr Manning regarding an enquire about tree felling which took place on the fields below Bryn Tirion Farm, Mold Road.
- iii. Cllr Hughes advised he had been contacted by a resident to query whether the Park in the Past land was gifted to the community or purchased? Cllr Sheibani confirmed the land was purchased.

RESOLVED: the correspondence was received and noted.

** 6.37pm Cllr R Parsonage arrived.

280. Accounts for the Year ended 31st March 2022

- i. The Supporting Statement (appendix A) was issued with the agenda for members to review and consider.
- ii. Year End Budget Review:
 - a) The year end budget review/summary, budget monitoring report and bank reconciliation (Appendix B) was reviewed prior to the meeting. The Chairman asked members if they were any comments or concerns - no comments or concerns were raised.
 - b) 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.
- iii. The Clerk reported that the Internal Audit will take place w/c 18th April.

RESOLVED:

- i. The Supporting Statement was approved by the Council.
- ii. The Year End Budget Review was approved by the Council and signed by Cllr Sheibani. The requirement to undertake regular checks of standing data with suppliers will be completed by Cllr Sheibani electronically.
- iii. The report was noted.

281. National Salary Award 2021 -22 & Home Office Allowance

- i. The National Association of Local Council (NALC) have been informed that the National Joint Council (NJC) Salary Award 2021/22 has agreed the new rates of pay applicable from 1st April 2021 of 1.75% which is to be back dated as soon as possible. In accordance with the clerks contract, this has been processed in the March payroll. The Home Office Allowance is also reviewed at this time and usually increases in line with the salary %, however, as an annual increase is not written into the contract this required the councils approval.
- ii. As approved at the December 2022 meeting a 1-point scale increase will be implemented with effect from 1st April 2022.

RESOLVED:

- i. The Salary Award for 2021/22 was received and noted and the council approved the 1.75% increase to the applied to the Home Allowance.
- ii. As previously approved, the 1-point scale will be implemented from 1st April 2022 and increases annually thereafter will be subject to a satisfactory appraisal.

282. Banking Arrangements and Authorisation of Payments

RESOLVED: Due to the elections and potential change in bank signatories, in accordance with 5.5 of the Financial Regulations, the Clerk was authorised, if necessary, to process any required payments.

283. Flag Application Process

Members were asked to consider extending the notice period from 4 weeks to 8 weeks to allow for the public to have a consultation period?

RESOLVED: the notice period will be increased to 6 weeks.

284. Flintshire Play Sufficiency Assessment 2022

The council considered the survey in relation to the Flintshire Play Sufficiency Assessment 2022 - Local Town & Community Councils - Children & Families Measure (Wales) 2010. Closing date 22nd April 2022.

RESOLVED: the council will raise the issue of lack of disabled play facilities and equipment.

285. 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 and will be updated accordingly.

286. Correspondence

The following correspondence was received and noted:

- OVW & Planning Aid Wales Training Courses and events.
- A Cashless Digital Payment System for Car Parking. Flintshire is launching the PayByPhone scheme from 1 April 2022 at all of its 35 car parks as an alternative method of payment to the pay and display machines. The new service provided by PayByPhone will not only improve the customer experience, but will also complement the existing cash only method provided at pay and display machines.
- The Minister for Finance and Local Government is launching a consultation on the final substantive set of general regulations –the Corporate Joint Committee (General) (No.2) (Wales) Regulations 2022. Closing date 23rd May.
RESOLVED: the council advised that they did not respond to the previous consultation and will not be responding to this one either.
- Police Report.

287. Future Agenda Items

- Cllr Cunnah raised concern of the lack of nominations for the Ward of Caergwrle in the elections and asked that consideration is made on how the council can promote and advertise the vacancies for co-option.

Finance

288. Independent Remuneration Panel for Wales

Members reviewed the [IRPW 2022/23 Annual Report](#) and considered which of the Panel's determinations to adopt for 2022/23. Although Sections 10 and 13 relates to Town and Community Councils, the Clerk, advised members to read through the full report as following the IRPW review last year there have been some changes that will impact the council.

The rates specified, if adopted, cannot be amended although an individual may decline to receive part, or all, of the payments if they so wish. This must be done in writing and is an individual matter. A member wishing to decline payments must themselves write to their proper officer to do so.

Table 10 – grouping/banding has now changed to the size of the electorate, so Hope will now be classed as Group 4 (3307 electorate)

Taxation 3.16 – WG are liaising with HMRC regarding the taxation of the £150 members payment.

Attendance Allowance 13.23 – this is not to be decided until the May AGM (determination 49).

RESOLVED: for 2022/23 the council will adopt Determinations 43-48 and 50-51. With regard to Det 45 – Senior Role Payment, this will be applicable to the Chair of the Committees (Planning & Highways, Leisure & Environment and Finance).

- Payments will be made to members at the end of the financial year February or March.
- Payments will be as one lump sum.
- As payments will be made at the end of the financial year it should reduce the requirement to recover any payments made to a member who leaves their role during the financial year.
- Should a member leave part way through a year, a pro rata payment will be made.
- Payments will be processed via payroll where appropriate tax and ni will be deducted and payments will then be made via cheque or bacs.

289. Payments

To authorise accounts for payment up to and including 6th April 2022.

Payable To	Details	Amount
HSBC	Monthly Bank Fee (Jan-Feb)	£5.40
Flintshire County Council	Caergwrle Castle - Storm Damage repairs	£3,850.00
Flintshire County Council	Street Light - Maintenance Repairs	£197.50
Flintshire County Council	Street Light - Maintenance Repairs	£395.00

Payable To	Details	Amount
Audit Wales	2020/21 External Audit	£290.00
Staffing Cost	March 2022 - also includes back pay	£1,631.05
Mrs S Hughes	Stationery, Postage, Equipment, Travel etc	£134.43
AVOW	Payroll Charges Jan - March 2022 (& yr end)	£62.85
WBRUA	Annual Subscription	£25.00

RESOLVED: The above payments be approved. The schedule was signed by the Chairman of Finance and/or the Chairman of the Council & countersigned by two bank signatories.

Planning and Highways

290. Planning Applications

i. The following planning applications received for the Committee to consider.

RESOLVED:

a) [Ref: 064153](#). Proposed extension to existing MOT Services building to create additional workshop/storage area and undercover parking area. **Supported.**

**7.12pm – Cllr Sheibani left the room whilst the below application was discussed and returned 7.14pm

b) [Ref: 064173](#). Removal of Conditions 26 & 27 for planning application 054863. Park In The Past Fagl Lane, Hope, Wrexham. **Supported**

c) [Ref: 064216](#). Siting of portacabin for use of a classroom for a three year period. Bryn Tirion Hall School, Mold Road, Caergwrle. **Supported**

d) [Ref: 064172](#). Erection of a rear extension to create garden room in addition to planning approval ref:062563. The Dyke, Wrexham Road, Hope. **Supported**

ii. There were no applications received which have been determined by Flintshire County Council.

291. Highway Matters

There were no further highway matters.

Leisure and Environment

292. Play Areas

Cllr Williams reported that she had visited the play areas and there were no issues to report, other than, the part demolished garages at Porch Lane leaves the play area looking uninviting.

RESOLVED: the report was received and noted.

293. Caergwrle Castle

Cllr Williams reported that the Working Group meeting scheduled for 23rd March was unfortunately cancelled due to unforeseen circumstances, however, a further meeting will be arranged in the near future.

Cllr Hilton questioned whether a tree survey was required as the site would benefit from additional tree works to recreate the viewing windows to and from the castle. Cllr Williams advised this will be considered by the Working Group.

The meeting of the Council began at 6.30pm and ended at 7.30pm

Chairman: 11th May 2022

HOPE COMMUNITY COUNCIL

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022 SUPPORTING STATEMENT

Assets

	Cost
(a) During the year the following assets were purchased:	
8 x Bracket Christmas Lights were purchased	£1824.00
1 x CCTV camera (Willows Play Area)	£2182.80
Queensway Play Area Improvements	£23,992.42
<ul style="list-style-type: none"> • 1 x Zip Wire (Queensway Play Area) • 1 x Toddler Climbing Frame (Queensway Play Area) • 1 x Picnic Bench (Queensway Play Area) 	
(b) During the year assets were disposed of:	
2 x Bracket Christmas Lights	£456.00
1 x CCTV camera (Willows Play Area)	£2180.50
29 x Street Light Columns transferred back to FCC	£15,950.00
(c) At 31 March 2022 the following assets were held:	
Community assets	
Land off High Street, Caergwrle (play area)	-
Queensway play area	£47,577.08
Skate Ramp at Willows Play Area	£68,958.50
Site of Caergwrle Castle	-
Planted area at junction of Hawarden Road/Gresford Road Hope	
Other Fixed Assets	
Street furniture	
- public benches x 11	£5772.82
- bus shelters x 1	£2158.22
- notice boards x 2	£927.00
- Millennium maps x 3	£3165.07
- streetlights x 146(*)	£79750.00
- 40 x Bracket Xmas lights	£9068.00
- 4 x CCTV cameras (inc Laptop)	£11763.82
- 1 x Defibrillator, Cabinet & 3x Signs	£2048.65
- Red Telephone Kiosk	£2121.80
Office equipment (laptop)	£487.17
Chain of Office	£3824.54
Honours board	£619.00
	£238,241.67

The basis of valuation of these assets is replacement value, excluding (*) which is based on audit valuation only.

Borrowings

At the close of business on 31 March 2022 there were no outstanding loans

Leases

At 31 March 2022 there was the following lease in operation:

- Photocopier lease with Canda Copying Ltd - £160 pa

Tenancies

During the year the following tenancies were held:

Council as tenant

<i>Tenant</i>	<i>Property</i>	<i>Rent pa</i>	<i>Repairing/non Repairing</i>
Hope CC	Land at Queensway Hope	£59.33 plus inflation	Repairing.

Debt Outstanding

At the year end there was debt of £6892.16 which relates to a VAT Refund and is less than 3 months old.

S137 Payments

S137 of the Local Government Act 1972 enables Community Councils to spend up to the product of £8.41 per head of electorate (approx. 3307) for the benefit of the people of the area on activities or projects not specifically authorised by other powers. The limit for this Council in the year ended 31 March 2022 was £27811.87 and the payments are set out as follows:

Payee	Nature of Payment	£
Mrs J Hilton	Yellow bows for Covid Remembrance Day	£18.75
Poppy Appeal	Poppy Wreath	£50.00
Richard Davies-Cooke	Piper - Queens Platinum Jubilee (30% deposit)	£72.00
Mrs S Hughes	Condolence Books (Operation London Bridge)	£67.14
Mrs S Hughes	Royal Image (Operation London Bridge)	£92.40
Nightingale House Hospice	Grant	£250.00
Friends of Abermorddu School	Grant	£700.00
Ysgol Estyn Home & School Assoc	Grant	£700.00
Hope Pre School	Grant	£300.00
Castell Alun Friends Assoc	Grant	£700.00
Jacksons Animal Rescue	Grant (Chairmans Charity)	£125.00
Wales Air Ambulance	Grant (Chairmans Charity)	£125.00
		£3200.29

Agency Work

During the year the Council undertook no agency work.

Advertising and Publicity

No costs were incurred during the year.

Pensions

Clwyd Pension Fund - Employees were offered the Local Government Pension Scheme 2016/17.

Updated: 22.03.2022

Hope Community Council - Summary Accounts			
2021/22 Financial Year			
Income			
	Actual	Anticipated	Difference
Precept	93,706.00	93,706.00	0.00
Bank Interest	12.53	12.00	0.53
Refunds/Other (inc Match Funding)	146.50	10,000.00	-9,853.50
CADW - Castle Maintenance Grant	4,450.00	4,450.00	0.00
VAT Refund	2,302.68	2,302.68	0.00
Total	100,617.71	110,470.68	-9,852.97

Expenditure

	Actual	Agreed Spend	Balance
Leisure & Environment Committee			
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	351.97	500.00	148.03
Village Improvements	18.75	2,000.00	1,981.25
Planning & Highways Committee			
Bus Shelters	0.00	200.00	200.00
Street Lighting Supply	0.00	4,500.00	4,500.00
Street Lighting Maintenance	5,969.40	30,300.00	24,330.60
Christmas Lights	8,308.80	8,000.00	-308.80
CCTV	3,540.80	1,000.00	-2,540.80
P&H Misc/Reserved - Street Light Upgrade	38,550.00	36,143.85	-2,406.15
Road & Highway Improvements	0.00	4,855.00	4,855.00
Finance Committee			
Staffing costs (salaries, pensions, ni, paye)	15,627.22	14,683.00	-944.22
General Admin	6,610.25	5,973.00	-637.25
Grants	4,000.00	4,000.00	0.00
Election Costs	0.00	500.00	500.00
Chairman's Allowance & Cllrs Expenses	5,212.70	6,700.00	1,487.30
Training	330.00	1,500.00	1,170.00
Noticeboard/Mill Maps	230.00	1,350.00	1,120.00
Defibrillator	0.00	250.00	250.00
VE Day/Village Celebration (Reserves)	72.00	750.00	678.00
Working Balance	175.93	0.00	-175.93
Total	120,376.11	189,937.85	69,561.74

Current Summary	
Bank Balance as at 31 March 2021	122,564.87
Total Expenditure	120,376.11
Total Income	100,617.71
Balance as at 31 March 2022	102,806.47
VAT Costs for 2021/22 Financial Year	6,892.16
Year End Summary	
Balance c/f as at 31 March 2021	122,564.87
Receipts (Income) for 2021/22	100,617.71
Total Receipts	223,182.58
Total Expenditure	120,376.11
Gross Balance as at 31 March 2022	102,806.47
Reserved - Caergwle Castle (grant)	5,000.00
Reserved - Caergwle Castle	22,933.00
Reserved - Street Lighting	25,804.65
Reserved - Willow or Porch Lane Match Funding (2021)	10,000.00
Reserved - 20/21 playscheme to be spent on youth	2,000.00
Reserved - VE Celebration/Community Celebration	750.00
Net Balance as at 31 March 2022	36,318.820

HOPE COMMUNITY COUNCIL BUDGET MONITORING 2021/22

Committee/Budget Head	Budget 2021-22	Actual to Date	Available Balance	Notes
Leisure and Environment Committee				
Summer play scheme/Youth (inc £2000 reserves)	£4,200.00	£1,428.90	£2,771.10	A 3 week scheme was provided
Environ imp/plygrnd	£16,100.00	£2,519.29	£13,580.71	Approved to allocate £10k match funding
Caergwrle Castle (together with Reserves)	£3,500.00	£3,437.68	£62.32	
L&E Misc/Reserved - Queensway Match Fund	£22,933.00	£0.00	£22,933.00	
Community Competitions/Engagement	£20,000.00	£23,992.42	-£3,992.42	VAT will be reclaimed
Village Improvements	£500.00	£351.97	£148.03	
	£2,000.00	£18.75	£1,981.25	No projects were undertaken
		£0.00	£0.00	
Total	£69,233.00	£31,749.01	£37,483.99	
Planning and Highways Committee				
Bus shelters	£200.00	£0.00	£200.00	
Street lighting – supply	£4,500.00	£3,880.20	£619.80	
Street lighting – maint (inspections & repairs)	£30,300.00	£4,495.35	£25,804.65	Further columns programmed for new year
Christmas lights	£8,000.00	£8,308.80	-£308.80	Over due to faulty light needing replacing
CCTV Cameras	£1,000.00	£3,540.80	-£2,540.80	Over budget due to damaged camera
P&H Misc/Reserved - Street Light Upgrade	£36,143.85	£36,143.85	£0.00	
Road & Highway Improvements	£4,855.00	£0.00	£4,855.00	No projects were undertaken
Total	£84,998.85	£56,369.00	£28,629.85	
Finance Committee				
Salaries and N.I. (& payroll fees)	£12,538.00	£13,300.77	-£762.77	Over budget due to overtime & pay increase
Pension/gratuity	£2,145.00	£2,326.45	-£181.45	As above
Expenses - Clerk Travel (Gen Admin)	£200.00	£123.53	£76.47	
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	Board will be updated after May elections
Stationery & equipment (Gen Admin)	£350.00	£555.67	-£205.67	Over mainly due to Zoom subscription
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	£787.00	-£17.00	
Photocopier (Gen Admin)	£250.00	£196.38	£53.62	
Election expenses	£500.00	£0.00	£500.00	
Office costs (Gen Admin)	£1,303.00	£1,431.84	-£128.84	Over due to increase in office hours
Grants	£4,000.00	£4,000.00	£0.00	
Chairman's allowance/Cllr Exp	£6,700.00	£5,212.70	£1,487.30	Some members declined payment
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	£230.00	£1,120.00	Noticeboard application withdrawn
Defib	£250.00	£0.00	£250.00	
Reserves for Village Celebration (VE Day)	£750.00	£72.00	£678.00	
Working Balance		£346.78	-£346.78	inc IT equip for hybrid meetings
Total	£35,706.00	£32,258.10	£3,447.90	
Summary				
Leisure and environment (incs £44933 reserves)	£69,233.00	£31,749.01	£37,483.99	
Planning and Highways (incs £36143.85 reserves)	£84,998.85	£56,369.00	£28,629.85	
Finance (incs £750 reserves)	£35,706.00	£32,258.10	£3,447.90	
Total	£189,937.85	£120,376.11	£69,561.74	

** All above figures include VAT which will be reclaimed

Finance Committee - Year End 31 March 2022						
Current Acc Bal B/f					12,022.65	
Date Cashed	Cheque No	Payee	Details	Amount	Unpresented Cheques	
					£16,800.00 fcc street light - invoice	
				Total		
Actual Balance Carried Forward				12,022.65	£16,800.00	
					£28,822.65 Bank Statement Balance	
				90,783.82		
Deposit Acc Bal B/f						
Date	Type	Details		Amount		
				Total		
Balance Carried Forward				90,783.82		
Total Balance of All Accounts				102,806.47	£90,783.82 Bank Statement Balance	
					£119,606.47 Total Balance inc Unpaid Chqs	

Account Balances

Last updated 22 Mar 2022 11:07

Print

Account	Balance
40-16-01 11084046 Bmm Account - Hope Cc	GBP 0.00
40-16-01 31082426 Charitable - Hope C C	GBP 28,822.65
View a list of account balances for this account 40-16-01 31082426	
40-16-01 51084054 Bmm Account - Hope Cc	GBP 90,783.82

**** Please note that the HSBC Bank Balances does not include the sum of £16,800 which is a cheque to FCC for Street Lighting waiting to clear. This had been expected to clear by the end of the month but had not.**