

Hope Community Council

Minutes of the Ordinary (Virtual) Meeting held on Wednesday 6th July 2022

- Present by Video** Councillors Mrs C Cunnah (Chairman), Mrs L Davies, Mrs M Williams, Mrs C Sheibani, Mr B Hughes and Youth Representative Mr M Taylor
- Present by Phone** Cllrs Mr A Parsonage and Mr D Roberts (Vice Chairman)
- Also Present** Mrs S Hughes Clerk and Responsible Financial Officer

33. **Apologies for Absence**

There were no apologies of absence received.

34. **Declarations of Interest**

Mr M Taylor declared an interest in agenda items 7, 9 & 12 (min 39,41 & 44), only item 9 is personal and prejudicial and therefore Mr Taylor will be placed in the waiting room during this item.

35. **Chairman's Announcements**

There were no Chairman's announcements.

36. **Minutes of Council and Standing Committees**

RESOLVED: the Minutes of the AGM and Ordinary Meetings of the Council held on 11th May 2022 be approved as a correct record and signed by the Chairman.

37. **Matters Arising**

Min 17 /221 – Following a number of attempts to contact FCC regarding the commencement of the Safer Routes Scheme, Lee Shone called 05.07.2022 to advise that a meeting will be co-ordinated shortly for an update on the scheme.

38. **To receive any Public Questions/Correspondence.**

Correspondence was received regarding the flags at the Cenotaph, Caergwrle. Due to previous complaints of which flags are appropriate to be flown, the resident suggested to remove the flag poles every November when the period of Remembrance is over, and the poles being replaced early the next November. He also commented on the condition of the poles.

RESOLVED: Members considered the suggestion and appreciated the same, however, they were satisfied that as the council has now put in place a Flag Application Process they consider this to be sufficient. Cllr Parsonage has previously undertaken an inspection of the condition of the pole and will continue to monitor.

39. **County Councillor Report**

Cty Cllrs David and Gladys Healey provided a report including information on eyesores within the village, Hwb Caergwrle – funding, Caergwrle Castle – recent fires and the lack of work from CADW, issues with Watkin Jones and the Boys/Girls Brigade. They also provided copies of their recent publications on The Pulse, Heartbeat & Hwb Caergwrle.

**6.40pm Cllr Sheibani joined the meeting.

RESOLVED: as requested, the council will write to CADW and press them over the stonework maintenance and interpretation of the site. The council agreed that they will support the Boys Brigade where possible in securing the land.

40. **Delegated Powers**

- i. The following matters were dealt with during June under delegated powers:

Due to the limited number of Councillors, the June meeting would not have been quorate and therefore in May 2022 the council gave delegated powers to deal with matters between meetings. Present were:

Councillors Mr D Roberts (Vice Chairman), Mrs L Davies, Mrs M Williams, Mr B Hughes and Mrs S Hughes Clerk and Responsible Financial Officer

Annual Report

RESOLVED: To prevent any unnecessary delay, as the amendments made to the report last month were minimal, members approved the report which will now be published.

Queens Platinum Jubilee

The Clerk reported that the Jubilee Competition had been well received and the Judging was undertaken 26th May. Cllr Cunnah attended Abermorddu Primary School on Friday 27th for morning assembly to present the prizes and certificates. Winners have been published on the website.

The Boys Brigade had been very supportive and put up the bunting around the villages.

Thank You cards have been sent to the Judges and the BB for their support.

RESOLVED: Cllr Roberts will liaise with the BB to ask if they could assist in removing the bunting.

Payments

To authorise accounts for payment up to and including 7th June 2022.

Payable To	Details	Amount
HSBC	Monthly Bank Fee (March - april)	£5.40
Greenfingers	Queensway Maintenance 1 of 7	£226.07
Staffing Cost	May-22	£1,411.52
Mrs S Hughes	Stationery, Postage, Equipment, Travel etc	£172.90
Flintshire County Council	Annual Rent for Queensway Play Area	£59.33
Zurich Insurance	Annual renewal (1yr of 5yr - LTA)	£1,376.54
		£3,251.76

RESOLVED: The above payments be approved. As this is a virtual meeting and in accordance with the Financial Regulations, the schedule for payments will be signed and dated by the Clerk as the detailed list of all payments approved for payment are disclosed within the minutes.

Planning Applications

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

RESOLVED:

a) [Ref: 000080](#). Erection Of A Dormer Bungalow On Land Opposite Bryn Tudor. Land Opposite Bryn Tudor, Huxleys Lane, Hope. **Supported**

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

Highway Matters

i. Cllr Davies reported continued issues at the land on the corner of Llwyn Eglwys & Hawarden Road and she had received approximately 13 emails/letters of complaint. These will be compiled and shared with Cty Cllr Gladys Healey.

She had spoken with GH who said that FCC have been out to look at the site and they are not able to put a 215 Order on it as the land is too small. However, she will attempt to contact the landowner and arrange a meeting with the Planning Officer. GH also confirmed that FCC have been out to check the site and surrounding area (nr school) for vermin and there was no sign.

LD has also spoken to Natural Resources Wales (NRW) for advice and they confirmed that the local authority Planning Department have a duty of care to ensure the land is kept tidy and not to impact on residents.

Options were considered on how to proceed with this issue due to the length of time the council have been pursuing it and the lack of action from FCC.

RESOLVED: the council will prepare and submit a formal complaint to FCC copying in Cllr Colin Bithell, Cabinet Member for Planning. Depending on the response received will depend on whether the council should consider reporting to the Ombudsman.

ii. LD has reported the overgrown hedges along Hawarden Road (from the school to the doctors) to Ian Williams, FCC Streetscene who advised he would visit and assess.

Correspondence

The following correspondence was received and noted:

- FCC Play Area Match Funding
- Letter from a resident re: flag poles

RESOLVED: these will be included and reported at the July meeting.

Best Kept Hanging Basket/Planter Competition

RESOLVED: the competition will be launched as soon as possible with a closing date of 17th July 2022. Judging will be undertaken by Cllrs Roberts and Hughes w/c 25th July 2022.

RESOLVED: the above report was received, noted and ratified.

- ii. The Council was requested to authorise the Chairman, Vice-Chairman and Chairmen of Planning and Highways, Leisure and Environment and Finance Committees together with the Clerk to deal with any urgent matters during the summer recess subject to those matters being reported back to Council at the September meeting

RESOLVED: the above be approved with any matters arising being reported at the September meeting.

41. **Vacancies for Co-option**

As Mr Taylor (Youth Rep) had made an application for a vacancy and declared an interest, he was placed into the waiting room at 6.40pm.

Following the elections, there are 7 vacancies – 1 x Hope and 6 x Caergwrle. The notice for Co-option closed on 24th June and 7 x applications were received. Members were provided with all application letters for consideration.

It was proposed that Mrs T Bowgett be co-opted for the ward of Hope and for the ward of Caergwrle - Mrs J Arnold, Mr D Jones, Mr N Jones, Mrs E Oldham. Mr M Taylor and Mrs J Tilston.

RESOLVED: the council will co-opt for the ward of Hope - Mrs Tracey Bowgett and for the ward of Caergwrle - Mrs Jenny Arnold, Mr Dave Jones, Mr Norman Jones, Mrs Elaine Oldham. Mr Matthew Taylor and Mrs Jane Tilston.

6.50pm Mr Taylor returned to the meeting.

42. **Attendance Allowance Scheme (IRPW)**

Following the AGM where the council resolved to adopt the Attendance Allowance (IRPW), the clerk prepared and provided members with the drafted scheme for consideration.

RESOLVED: the scheme was approved and adopted by the council.

43. **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).

The Chairman raised the issue of a noticeboard for Abermorddu and questioned whether this should remain on the Log or be removed?

RESOLVED: the council requested that the Abermorddu Noticeboard to be removed from the log at this time. The report was received and noted and will be updated accordingly.

44. **Correspondence**

The following correspondence was received and noted:

- OVW & Planning Aid Wales Training Courses and events.
- FCC Email - Communication from the Office for National Statistics (emailed 21.6.22)
- FCC Email – FCC have a position on the Standards Committee for a T&CC Representative. Should you wish to be considered, the council will need to submit your nomination by 29 July.
RESOLVED: there were no nominations for this position.
- OVW – Local Places for Nature.

- OVW & Welsh Government– the publication of The Finance & Governance Toolkit for Community and Town Councils.
RESOLVED: this will be included on the September agenda for the council to form a Working Group to review.
- FLVC Annual General Meeting Notice – Thursday 8th September and Nominations for FLVC Trustees.
- An email from a resident reporting a large amount of broken glass along Bryn Yorkin Lane.
RESOLVED: this will be reported to FCC Streetscene.
- Cty Cllr D & G Healey had questioned with the clerk the council’s involvement with ‘Summer of Fun and Winter of Wellbeing’. This was not something the Clerk was aware of and was subsequently established that this had not been shared by FCC with T&CC at this time. It was confirmed that the council will be participating in the Summer Playscheme this year and providing a 3 week scheme commencing Thursday 21st July.
- Police Report: including fires at Caergwrlle Castle, reports of suspicious people viewing large vehicles – possibly looking a fuel theft.

45. Future Agenda Items

- Cllr Davies reported incidents at Hope Cemetery which have been reported to the police. She has spoken to the cemeteries who said that they were awaiting steel roller door to be fitted on the shelter. There has been 2 break- ins over last year or so with £1000 worth of equipment stolen. No sightings of groups of youths, however, workers are only there in the day time. They are aware of reports of youths hanging around and ornaments taken but only had one official complaint themselves.
RESOLVED: this will be included on the Leisure & Environment agenda for September.
- Cllr Parsonage reported that the Old Mill Garden at Bridge End could benefit from investment to tidy the area up.
RESOLVED: this will be included on the September agenda and Cllr Parsonage will provide a report of what work he considers is needed.

Finance

46. Quarterly Budget Review

- The Clerk provided the Council with copies of the quarterly year summary, budget monitoring report and bank reconciliation (Appendix A). The documents had been reviewed prior to the meeting and no issues were raised.

The clerk did raise the £2000 from 2020/21 Summer Playscheme which was not utilised and held in reserves to be spent on youth and asked the council to consider how this will be utilised this year?

- 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.

RESOLVED:

- The quarterly budget/accounts was approved by the Council.
- The requirement to undertake regular checks of standing data with suppliers will be completed by Cllr M Williams electronically.

47. Payments

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

Payable To	Details	Amount
HSBC	Monthly Bank Fee (april - may)	£5.00
AVOW	Payroll Charges April - June 2022	£47.85
Greenfingers	Queensway Maintenance 3 of 7	£226.07
Staffing Cost	Jun-22	£1,411.52
Mrs S Hughes	Stationery, Postage, Equipment, Travel etc	£47.12
		£1737.56

RESOLVED: The above payments be approved. As this is a virtual meeting and in accordance with the Financial Regulations, the schedule for payments will be signed and dated by the Clerk as the detailed list of all payments approved for payment are disclosed within these minutes.

Planning and Highways

48. Planning Applications

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

RESOLVED:

a) [Ref: 000165](#). Single storey side and rear extension to form bedroom and fully accessible shower room to provide disabled facilities for daughter of applicant. 9 Clos Lowri, Hope. **Supported**

b) [Ref: 064074](#). Erection of one detached dwelling. 39-41 High Street, Caergwrlle. **Supported**

ii. Applications received which have been determined by Flintshire County Council.

a) [Ref: 064202](#). Application for approval of details reserved by condition no 3 (External Materials) attached to Planning Permission reference 054863. Park in The Past, Fagl Lane, Hope. **A01 Approved.**

49. Aesthetics of the Village

i. A formal complaint was submitted to Flintshire County Council re: Land on the Corner of Llwyn Eglwys and Hawarden Road. The complaint was submitted to FCC on 16th June and has been acknowledged advising that Mr D G Jones will aim to respond within 10 working days. A further holding letter was received on 30th June. Cllr Davies reported that the gas cylinders have been removed.

ii. The council wrote to Neal Cockerton to request an update on the locations previously raised: Porch Lane, The Indian restaurant, 93 & 95 Hawarden Road and Riverside Cottage. He has provided the following response:

- Porch lane garages - The Housing Capital Works Team have this scheduled for demolition this year, with it planned in for August. The Capital Works Team will work with Housing Management to serve notice to anyone who is currently renting the garages before we proceed with our works.
- Indian restaurant - As previously noted we have been involved in legal action in relation to the restaurant and houses. That has recently concluded with the tenant remaining as the tenant for the restaurant only.
- 93 & 95 Hawarden Road - These have now (last week) come over to the Council, the former tenant of the houses is no longer the tenant of the restaurant as previously. Our property teams have secured the property and are clearing the gardens. The intention is that the properties are refurbished and then managed through the Councils Housing Service

Cllr Davies also spoke with FCC Empty Homes Development Officer regarding Riverside Cottage who has advised Flintshire County Council have not taken possession of the property and no enforcement action has been undertaken, they are currently assisting the owners of the property in either selling the property or developing it purely as an advisory role for the time being.

RESOLVED: the reports were received and noted.

50. Flintshire Local Development Plan 2015-2030 Examination

Following the Hearing Sessions held as part of the public examination into the Flintshire LDP, Flintshire County Council is undertaking [consultation on the Matters Arising Changes \(MACs\)](#).

Arising from these hearing sessions were a series of draft Matters Arising Changes which were discussed at a further hearing session which took place on 23rd November 2021. The MACs have been agreed with the Planning Inspector, or in the case of IMACs proposed by the Inspector, and these changes are required to make the Plan sound.

The consultation on the MACs is for a 6 week period and ends at 5.00pm Friday 29th July 2022.

It was questioned why on the Flintshire Proposal Map 3, Porch Lane and Sarn Lane plays areas have not been protected as green spaces? It was also questioned why on this map it identifies the Bluebell fields as Housing Allocation?

RESOLVED: the council will query why the Flintshire Proposal Map 3 does not show Porch Lane and Sarn Lane plays areas as protected green spaces?

51. Highway Matters

Nothing further to report.

Leisure and Environment

52. Flintshire County Council (Aura) – Match Funding 2022/23

Correspondence has been received from Aura which identifies The Willows as most in need for investment, although, Richard Robert has subsequently confirmed that Porch Lane would also be considered.

Following the land survey at The Willows, Richard Roberts was asked to establish whether additional play equipment could actually be installed. The response received from Rachel Davies – Contaminated Land Officer was that she advised against disturbing or removing what layer of soil/material there is covering the wastes. Any material that is disturbed or excavated couldn't be reburied and it would need to be analysed again to determine how it may be disposed lawfully. Also, the monitoring wells relied upon by the assessment that was carried out are in-situ and must be protected from damage and must be left accessible. Large areas of hardstanding may not be suitable for the site. She would need to know what's proposed and where it's proposed to be able to advise any further. Richard Roberts has asked whether the council would like a site meeting to discuss this further?

It was suggested that fencing should be installed around the existing play equipment at the Willows to prevent dogs accessing the area, however, it was commented that there is still £29k \$106 money allocated for the Willows which this could be used for.

RESOLVED: the council will apply for £10,000 match funding for Porch Lane play area and if required will also allocate the £2000 which is held in reserves for the allocation of Youth. The council also has £10,000 in reserves from 2021/22 for match funding, so potentially this will give a total of £30,000 - £32,000.

53. Play Areas

Cllr Williams advised she has visited the play areas and was pleased to report that Crossways has had new fencing installed. Also, the hedge has not enclosed the unauthorised residents access gate.

She suggested that Crossway would benefit from the addition of a small picnic table.

There were a number of nitrous oxide canister found at the Willows and reported to FCC Streetscene.

RESOLVED: consideration of a picnic bench at Crossway play area will be included on the September agenda.

54. Caergwrle Castle

- i. There have been further reports of small fires at the castle which the police have been informed of. They have increased their patrols of an evening and weekend.

Correspondence with the police and FCS which was shared with members.

- ii. Helen Mrowiec – FCS was asked whether additional patrols were required, however, she advised the patrols that they do are done at least weekly except on weeks when A.Hemphill is on weekend cover (one in 3 weeks in the summer). The patrols are in depth and do pick up all of the issues that need to be addressed. She does not think there would be a benefit of increasing the patrol as they wouldn't be on site when the problems occur.
- iii. The Clerk reported she has spoken with Mr Dion Williams from Llewellyn Jones Solicitors who have agreed to action on behalf of the council to register the land. Estimated costings: couple of hundred pounds to lodge the application with Land Registry and legal fees will depend on hours worked, but estimated between £450 - £650 +vat.

The council will need to pass by resolution who will sign any legal documents, in accordance with the Standing Orders, any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures

iv. Cllr Cunnah questioned the amount of money held in reserve for the castle and what improvements are planned? The Clerk advised that the previous Castle Working Group were planning to look at tree works and the possible creation of a window to allow viewing from the High Street.

RESOLVED: the reports were received and noted. The council approved for Llewellyn Jones Solicitors to act on behalf of the council in registering the land and Cllrs Cunnah and Williams to be authorised to sign any legal documents.

The formation of a new Castle Working Group will be included on the September agenda with the task to look at improvement works.

55. Village Hanging Basket/Planter Competition

The Hanging Basket competition was launched on 13th June and will close on Sunday 17th July. Cllrs Barry Hughes and Dave Roberts will judge w/c 25th July.

RESOLVED: the report was received and noted.

56. Village Scarecrow Competition 2022

Members were provided with the draft poster and application for the competition with a Closing date of Sunday 14th August. The scarecrows are to be displayed 1st August to 1st September and judging will take place during the 3rd week in August.

RESOLVED: depending on availability there will be two judges either Cllrs Cunnah, Sheibani, Davies or Williams.

Cllr Williams wished to acknowledge and thank Abermorddu CP School and Ysgol Estyn CP School who have undertaken planting of some of the village planters.

The meeting of the Council began at 6.30pm and ended at 8.10pm

Chairman: 7th September 2022

Hope Community Council - Summary Accounts			
2022/23 Financial Year			
Income			
	Actual	Anticipated	Difference
Precept	37,718.34	113,155.00	-75,436.66
Bank Interest	9.67	13.00	-3.33
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	0.00	6,892.16	-6,892.16
Total	37,728.01	134,510.16	-96,782.15

Expenditure

	Actual	Agreed Spend	Balance
Leisure & Environment	511.47	23,450.00	22,938.53
Planning & Highways	1,487.55	46,580.00	45,092.45
Finance & General Admin	8,591.08	41,705.00	33,113.92
Reserves			
Reserved - 20/21 playscheme to be spent on youth	0.00	2,000.00	2,000.00
Reserved - Caergwrlle Castle (grant)	0.00	5,000.00	5,000.00
Reserved - Caergwrlle Castle	3,850.00	22,933.00	19,083.00
Reserved - Willow or Porch Lane Match Funding (2021)	0.00	10,000.00	10,000.00
Reserved - Street Lighting	0.00	25,804.65	25,804.65
Reserved - VE Celebration/Community Celebration	120.00	750.00	630.00
Total	14,560.10	178,222.65	163,662.55

Current Summary	
Bank Balance as at 30 June 2022	102,806.47
Total Expenditure	14,560.10
Total Income	37,728.01
Balance as at 30 June 2022	125,974.38
VAT Costs for 2022/23 Financial Year	440.37

Year End Summary

Balance c/f as at 31 March 2022	102,806.47
Receipts (Income) for 2022/23	37,728.01
Total Receipts	140,534.48
Total Expenditure	14,560.10
Gross Balance as at 30 June 2022	125,974.38
Reserved - Caergwrlle Castle (grant)	5,000.00
Reserved - Caergwrlle Castle	19,083.00
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 30 June 2022	63,336.730

HOPE COMMUNITY COUNCIL BUDGET MONITORING 2021/22				
Committee/Budget Heading	Budget 2022-23	Actual to Date	Available	
Leisure and Environment Committee				
Summer play scheme/Youth	£2,200.00	£0.00	£2,200.00	
Environ imp/plygrnd	£15,000.00	£511.47	£14,488.53	
Caergwrle Castle	£3,500.00	£0.00	£3,500.00	
Community Competitions/Engagement	£750.00	£0.00	£750.00	
Village Improvements	£2,000.00	£0.00	£2,000.00	
L & E Reserves				
Unspent Playscheme Youth Provision (20/21)	£2,000.00	£0.00	£2,000.00	
Caergwrle Castle (grant)	£5,000.00	£0.00	£5,000.00	
Caergwrle Castle	£22,933.00	£3,850.00	£19,083.00	
Willow or Porch Lane Match Funding (21/22)	£10,000.00	£0.00	£10,000.00	
Total	£63,383.00	£4,361.47	£59,021.53	
Planning and Highways Committee				
Bus shelters	£200.00	£0.00	£200.00	
Street lighting – supply	£3,580.00	£895.05	£2,684.95	
Street lighting – maint (inspections & repairs)	£30,300.00	£592.50	£29,707.50	
Christmas lights	£8,000.00	£0.00	£8,000.00	
CCTV Cameras	£1,000.00	£0.00	£1,000.00	
Road & Highway Improvements	£3,500.00	£0.00	£3,500.00	
P & H Reserves				
P&H Misc/Reserved - Street Light Upgrade	£25,804.65	£0.00	£25,804.65	
Total	£72,384.65	£1,487.55	£70,897.10	
Finance Committee				
Salaries and N.I. (& payroll fees)	£13,500.00	£3,569.39	£9,930.61	
Pension/gratuity	£2,160.00	£593.30	£1,566.70	
Expenses - Clerk Travel (Gen Admin)	£200.00	£52.38	£147.62	
Bank Fees (NEW)	£80.00	£15.40	£64.60	
Audit fees (Gen Admin)	£790.00	£560.00	£230.00	
Chain / honours board (Gen Admin)	£100.00	£0.00	£100.00	Awaiting board to be updated
Stationery & equipment (Gen Admin)	£450.00	£132.17	£317.83	
Computer, Maint, Hosting, Emails & GDPR(Gen Admin)	£950.00	£1,768.66	-£818.66	over as only increase by £100 and not £1000
Postage (NEW)	£220.00	£23.02	£196.98	
Insurance (Gen Admin)	£1,350.00	£1,376.54	-£26.54	
Subscriptions (Gen Admin)	£780.00	£65.00	£715.00	
Photocopier (Gen Admin)	£250.00	£48.00	£202.00	
Election expenses	£5,000.00	£0.00	£5,000.00	Invoice awaited
Office costs (Gen Admin)	£1,475.00	£387.22	£1,087.78	
Grants	£4,000.00	£0.00	£4,000.00	
Chairman's allowance/CIr Exp	£6,700.00	£0.00	£6,700.00	
Council website (Gen Admin)	£200.00	£0.00	£200.00	
Training	£2,250.00	£0.00	£2,250.00	
Noticeboard/Millennium Maps	£1,000.00	£0.00	£1,000.00	
Defib	£250.00	£0.00	£250.00	
Working Balance	£0.00	£0.00	£0.00	
Finance Reserves				
Reserves for Village Celebration (VE Day)	£750.00	£120.00	£630.00	Unlikely to be spent - Jubilee celebrations cancelled
Total	£42,455.00	£8,711.08	£33,743.92	
Summary				
Leisure and environment	£63,383.00	£4,361.47	£59,021.53	
Planning and Highways	£72,384.65	£1,487.55	£70,897.10	
Finance	£42,455.00	£8,711.08	£33,743.92	
Total	£178,222.65	£14,560.10	£163,662.55	
** All above figures include VAT which will be reclaimed				

