

# Hope Community Council

## Minutes of the Virtual (Zoom) Meeting held on Wednesday 7<sup>th</sup> October 2020.

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

**Absent:** Cllr H Manning

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

### 56. Apologies for Absence

Apologies were received from Cllrs Mr B Hughes, Mr A Parsonage and Mr D Roberts due to not being able to access virtual meetings.

### 57. Declarations of Interest

There were no Declarations of Interest received.

### 58. Chairman's Announcements

The Chair welcomed Youth Representatives Mr Taylor and Mr Jones and hoped that they will bring a new dimension to the council and she looks very much working with them.

As much as members would like to return to face to face meetings, at present we are all aware that is not possible and we need to ensure we all stay safe and well. She thanked Cllr Davies and Cllr Williams for their roles as Committee Chair's and the work they have been undertaking,

It was with great sadness the Chair acknowledged the extremely sad loss of a young student from Castell Alun and wished to express sincere condolences to her family, friends and all members of Castell Alun School.

### 59. Minutes of Council and Standing Committees

**RESOLVED:** the Minutes of the Annual General Meeting and the Ordinary Meeting of the Council held on 2<sup>nd</sup> September 2020 be approved as a correct record and signed by the Chair.

### 60. Matters Arising

Min 47 - The safety concerns of the stone wall and overgrown hedges on Mold Road, Caergwrle were reported to FCC. The Clerk advised that FCC Streetscene are extremely stretched at the moment and there may be a delay in a response.

**RESOLVED:** this will be followed up by the clerk.

Min 54 - FCC Environmental were notified of the Aura Activity Club using the Williwows, Ms J Prendergast advised they were unaware of Aura using the field. They will check that this activity does not interfere with the planned survey work and will endeavour to keep the Council informed of progress in respect of the field.

### 61. Public Questions

There were no public questions received.

### 62. 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 highway issues, school parking/traffic issues and Covid19.

Cllr Sheibani questioned whether the staggered school pick up time was working? Cllr Healey advised due to covid there is a slight staggered exit. The school are now using the all-weather pitch for staff parking to free up additional space for parents to pick up, although an issue is that parents are turning up early and that is impacting the parking issues.

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

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

The Clerk reported that this has not yet been received back from the External Auditor.

### 64. **Website**

Details of the draft website was circulated to all members on 03/09/2020 to allow them to review and make comments. The website is due to be launched imminently.

Cllrs Olsen and Manning undertook training last week so will assist the Clerk in maintaining the site.

Due to the council having a .gov website, it is now a condition that the main email account is not a Hotmail account (which is what is used now). Cascade are co-ordinating this via an external company at a cost of £6.50 per month which can be paid annually and a £35 initial set up fee. This will be allocated to the Computer, Maint, Hosting & GDPR budget heading. The Chair asked the Clerk before proceeding with this to liaise with Cllr Manning.

Cllr Olsen suggested the council to consider producing a Members Profile to include photographs and a short bio.

**RESOLVED:** the above report received and noted. The Council will look into producing a Members Profile page. The council approved the new email account should it be needed after the Clerk has made enquires with Cllr Manning.

### 65. **VE Day & Remembrance Day**

Cllr Davies reported that Rev Adam Pawley advised that the church has a limit of 40 people with social distancing and it is unlikely that there will be a Remembrance Service but is considering a possible outdoor service. He will also be doing a recorded online service, similar to what was done for VE Day. The Boys Brigade are looking to hold a small service on Wednesday 11<sup>th</sup> November and are willing to lay a wreath for anyone who wishes them to do so, including on behalf of the council. They are aware that there will be people attending whose relatives are named on the cenotaph and feel they should be priority.

Cllr R Parsonage advised that she will be attending with Cllr A Parsonage as they have a relative named on the cenotaph and offered to lay the wreath on behalf of the council.

Cllr Olsen reminded members that a catering deposit of £250 was paid for VE Day Celebrations, which due to the event being cancelled the caterer agreed to put on hold. Due to the current situation no firm plans can be considered at this time and Cllr Olsen suggested that the council remain in communication with the caterer in that the council will hold an event of some kind hopefully next year.

Cllr Cunnah questioned whether the council has the option to request a refund? Cllr Olsen advised the T&C's stated 'non-refundable deposit' and they have been accommodating in holding the deposit.

**RESOLVED:** either Cllrs R Parsonage or A Parsonage will lay the wreath on behalf of the council. Cllr Olsen will liaise with Caterer regarding holding the £250 deposit until next year.

### 66. **Training**

Cllr Hilton reported that she had recently attended a virtual Planning Aid Wales Training course.

The Clerk circulated to member's information on the One Voice Wales, Planning Aid Wales and FCC Code of Conduct virtual training sessions.

The Clerk also informed members that her Cilca Registration has now been submitted.

## 67. Correspondence

The following correspondence was received and noted:

- Email from One Voice Wales – Parking Scam. Circulated to members and included on the council social media page 16.09.2020.
- Email from Office of the Police and Crime Commissioner, Arfon Jones who will be hosting the Lost Voices- Lost Lives online conference on the 2nd November 2020 at 9:30am. The aim of the conference is to raise awareness and gain support for the implementation of a Heroin Assisted Treatment Pilot in North Wales.
- Email from a resident on Fellows Lane regarding concerns of poor Access Only signs and dog fouling. The clerk has contacted FCC Streetscene.
- Email from FCC regarding the NHS COVID-19 App which was circulated to members 28.09.2020.
- FCC Virtual County Forum will take place 10<sup>th</sup> November, 6.30pm
- Invitation from Menter Iaith Fflint a Wrecsam AGM – 20.10.2020

## 68. Future Agenda Items

- Cllr Hilton requested that Allotments be included in the next agenda.

### Planning and Highways

## 69. Planning Applications

- i. The following planning applications were received for the Committee to considered.
  - a) [Ref: 061697](#). Demolition of current stable building and replaced with two floor detached building with garage and hobby room facilities. Hillside, Fellows Lane, Caergwrle. FCC have advised that this application was invalid and therefore withdrawn. It will be amended and resubmitted.
  - b) Notification of Appeal. Ref: 060697. Appeal Ref: APP/A6835/A/20/3259319. Outline application with all matters reserved to alter existing dwelling to reduce frontage, provision of new access minimum 4.5 metres wide and erection of four detached dwellings. St. Kilda, Fagl Lane, Hope. Appeal Start Date: 24/09/2020. Should the council wish to amend their original response this must be presented by no later than 22/10/2020.

**RESOLVED:** Cllr L Davies will review the response and liaise with Planning Aid Wales for any advice to strengthen the objection. If required amendments will be made to the objection and submitted to the Planning Inspectorate.

- ii. To report applications which have been determined by Flintshire County Council:
  - a) Ref: 060792. Application for a change of use from a dwelling house (use class C3) to a home for 11 children (use class C2), including the conversion of the garage annex to on-site education facility, and the demolition of an on-site building and its replacement to provide a self-contained unit for one of the children (11 children in all). Also to include car parking. Oaklea Grange, Sandy Lane, Higher Kinnerton. **Approved**

## 70. Highway Matters

- i. The draft strategy was circulated to all members after the Sept meeting and members have been provided with additional comments submitted by members for consideration.

Cllr Healey offered to draft an Accessibility Strategy to cover pavements and footpaths for the council to consider.
- ii. The original locations for the speed surveys (below) have finally undertaken and the report is being prepared by Lee Shone.

- a) Fagl Lane, Hope - end of Tudor Court. Cllr Hilton reported that where they had installed this camera was on the bend where drivers would naturally reduce speed. This would not give a true reflection of the issue.
- b) Hawarden Road Abermorddu – nr Wrexham Signs heading down towards Caergwrle
- c) Hawarden Road Abermorddu – Caergwrle Station and upwards
- d) Wrexham Road, Abermorddu

Cllr Davies requested an additional survey to be undertaken on Hawarden Road, Hope to capture from the Co-op to the Willows Play Area.

The Clerk commented that should the council wish to purchase VAS signs they would need to consider this when reviewing the budget for 2020/21 and approval would also need to be sought from FCC.

- iii. Cllr Davies provided a map of the hotspot areas. A number of issues/concerns/complaints have been raised regarding safety of traffic and parking at Castell Alun. Cllrs Hilton, Davies, Cunnah and Healey have attended meetings with the school and with FCC. Enforcement have attended and moved cars parked on yellow lines, however, they do not have the power of enforcement for cars parked on pavements, this is the police. The police have also been made aware of this issue by the council and the school. The buses seemed to be very well organised however they were only half full. There are serious safety concerns of traffic and parking which is echoed by FCC who have agreed that a solution is needed. It is acknowledged that there is no simple or quick solution.

Cllr Healey advised that possibly FCC could look at Safer Routes in Community grants which the council could press for.

Cllr Olsen raised concern that the school have implemented that the younger students (yr7) leave from the back of the school onto Stryt Isa meaning they have to cross on the top of Fagl Lane or over the main road and maybe the older students should have used this exit.

- iv. Cllr Olsen raised concern of an issue with an increase of cars using the narrow lane which accesses Crossways play area, Abermorddu, some at speed and an increase of cars parking there. Properties which back onto this land have also opened up their back yard to access. Issues over safety of children and persons using the play area due to high level of traffic and parked vehicles. Has the land being parked on been purchased by the residents? And has access onto the roadway or land with the permission of FCC?

Cllr Williams advised some properties have opened up their back yards but she is unable to identify an issue. The concern of boy racers was reported to the police back in July and should residents have any issues this should be reported to the police. Cllr Healey aware this area is used for parking as there is limited parking on Crossways. He has not witnessed boy racers himself. He believes there is a long standing issue of houses opening up onto council land.

Cllr Parry requested the council in the first instance to seek confirmation from FCC as to who owns the land in question. If this is in ownership by FCC's, this should be protected for the use of the community and not run risk of adverse possession. Cllr Hilton asked whether these properties have an easement for vehicular access to the rear of their properties?

- v. Cllr Parry advised that he has spoken with the Co-op regarding concerns of the location of their noticeboards which are impairing the view when exiting the car park. They acknowledged the safety issue and agreed to relocate. This has not yet been done. Cllr Hilton supported this as she too had made the same request together with questioning the need for so many noticeboards.

**RESOLVED:**

- i. The Strategy will be updated and provided to members at the November meeting. Cllr Healey will draft an Accessibility Strategy for the council to consider.
- ii. The council will await the speed survey results from Lee Shone. A further speed survey will be requested for Hawarden Road, Hope.

- iii. The report was received and noted and the issue will be kept under review.
- iv. The council will seek clarification from FCC Housing as to ownership of the land and whether the properties have an easement to right of access to the rear of the properties.
- v. The council will write to the Co-op to request that the noticeboards are placed safely and that they do not impair vision when exiting the car park. They will also be asked as to whether all the noticeboards are actually needed.

\*\*Cllr Parry left the meeting at 8.35pm

## Leisure and Environment

### 71. Caergwrle Castle

- i. The Working Group together with FCS and Cadw have continued to work hard to finalise a mutual satisfactory agreement. Members were provided with copies of the Cadw Deed & Agreement and FCS Management Plan which the Working Group are recommending the Council to approve. The council unanimously approved the aforementioned documents. The Chair's and Clerk thanked all members involved with this as it has taken a considerable amount of time and effort.
- ii. Over the last 6 months there has been worked identified by FCS such as step repairs, fencing and low hanging branches. Whilst it is felt these should have been brought to our attention earlier, due to covid restrictions of personal we feel they have been late in being identified. These matters have been dealt with however Cllr Williams and the clerk will monitor the routine inspection reports and report as necessary.

FCS have just completed working on the steps to the castle were there was a small amount of tree work which needs to be undertaken due to low hung branches for H&S.

Cllr Healey questioned work on the moat. Although this has been sprayed, it does not seem to have had much impact. Cllr Williams advised that FCS are also undertaking bracken bashing with volunteers.

It was reported that the trees at the entrance have been cut, however, cut branches have been left in the cenotaph.

Cllr Hilton raised concern that requested work is not always being undertaken and questioned how the council will monitor the scheduled work from FCS under the new Management Plan? Cllr Williams advised that this can either be by creating a sub group of Members willing to visit the castle to ensure the scheduled work has been completed or to appoint an independent assessor. Cllr Hilton asked if FCS could provide the council with a detailed yearly schedule of works?

#### **RESOLVED:**

- i. The council unanimously approved the Cadw Agreement, Cadw Deed of Guardianship of Ancient Monument and Flintshire Countryside Service Management Plan 2020-25. The Clerk will liaise with Cllrs Hilton and Williams to co-ordinate the signing of the documents and Cllr Healey to photograph the momentous occasion.
- ii. FCS will be asked to remove the cut branches left in the cenotaph. Cllrs Hilton, Healey and R Parsonage, together with Youth Reps Mr Jones and Mr Taylor will form the Castle Management Sub Group. This will entail visiting the castle to assess the castle/grounds and review the work undertaken by FCS. The Clerk will liaise with the Sub Group and FCS to provide a detailed schedule of works.

### 72. Christmas Lighting

#### **RESOLVED:**

- i. No changes will be made to the Christmas lighting this year. Mega Electrical will be commencing installation early this year in case of a further lockdown. Lights obviously will not be switched on until December.

- ii. The council approved to hold a Christmas Lighting Competition for both residential and business. The Clerk will prepare the information and poster to be presented at the November meeting.

### **73. Play Areas**

- i. Cllr Olsen reported a safety concern at Crossways play area. It appears that a bungalow at the end of Pugh's Yard has opened up a rear gate out of their hedge bordering the play area. These means that the play area is being used as a right of way to the rear.
- ii. Cllr Williams advised that the repairs to the bridge will be undertaken in the next two weeks. Also she had visited all the play areas which are looking in good condition. Cllr Hilton questioned the need for two bins at Queensway as one is an open top bin and litter regularly gets blown out, whilst the other bin is often empty. The Clerk advised this has been raised with FCC Streetscene to ascertain if either the bin could be replaced with a closed top or whether there is actually a need for two bins.

#### **RESOLVED:.**

- i. This will be investigated and raised with FCC Streetscene and Aura.
- ii. The report was received and noted.

### Finance

### **74. Half Year Budget Review**

- i. The Clerk provided the Council with copies of the half year summary, budget monitoring report and bank reconciliation (Appendix A). The documents had been reviewed prior to the meeting and no issues were raised.
- ii. 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. As this is not possible due to being unable to meet face to face this will currently be waived and additional checks will be made at the earliest opportunity

#### **RESOLVED:**

- i. The quarterly budget/accounts be approved by the Council. Cllr Davies confirmed that she will formally sign this review at the first face to face meeting.
- ii. The requirement to undertake regular checks of standing data with suppliers is currently suspended/waived due to not being able to meet face to face. The Council will ensure additional checks are made at the earliest opportunity.

### **75. Annual Financial Assistance**

The council considered and reviewed the 2020 Grant Application Forms. The closing date for the applications will be Friday 30<sup>th</sup> October 2020. A Working Group will then review all applications before the November Meeting and submit a proposal. The Working Group will be Cllrs Olsen, R Parsonage and Cunnah.

**RESOLVED:** the Council approved for the 2020/21 Financial Assistance Applications to be launched. The advert will be placed on the website, social media and noticeboards as soon as reasonably possible. The closing date for applications will be Friday 30<sup>th</sup> October 2020 and the Working Group consisting of Cllrs Olsen, R Parsonage and Cunnah will review all applications in preparation to submit a proposal to the Council at the November meeting.

### **76. Independent Remuneration Panel for Wales – Draft Report 2021/22**

The IRPW have issued their Draft Report, Section 13 relates to Town and Community Councils, together with Section 10 (Contribution towards costs of care and personal assistance. The Panel would be grateful if members were made aware of the contents of the report and any comments on the draft report to be made by 23<sup>rd</sup> November. The Clerk provided a copy of Section 10 & 13 to all members. The full report can be viewed here: [The full Independent Remuneration Panel for Wales – Draft Report 2021/22](#)

**RESOLVED:** the report was received and noted. No comments were made.

## 77. Payments

To authorise accounts for payment up to and including 7<sup>th</sup> October 2020.

<b>Payable To</b>	<b>Details</b>	<b>Amount</b>
Planning Aid Wales	**Training - J Hilton	£30.00
Poppy Appeal	Wreath	£50.00
Mrs S Hughes - SLCC	SLCC - CiLCA Qualification Fees	£350.00
Greenfingers	Queensway Play Area Ground Maintenance (7 of8)	£164.40
Staffing Costs	Sept Wages (inc backpay)	£1,318.99
Mrs S Hughes	Stationery, Postage, Equipment, Travel etc	£36.79
		<b>£1950.18</b>

The Clerk reported and requested approval for 11.5 hours overtime which has been reviewed and approved by the Chair & Vice Chair.

**RESOLVED:** That the above payments up to and including 7<sup>th</sup> October 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 for the Clerks 11.5 hours overtime to be process in the October Payroll.

The meeting of the Full Council began at 6.30pm and ended at 9.20pm.

Chairman: ..... 4<sup>th</sup> November 2020

<b>Hope Community Council - Summary Accounts</b>			
<b>2020/21 Financial Year</b>			
<b>Income</b>			
	<b>Actual</b>	<b>Anticipated</b>	<b>Difference</b>
Precept	60,450.67	90,676.00	-30,225.33
Bank Interest	49.64	240.00	-190.36
Refunds/Other (inc Match Funding)	0.00	10,000.00	-10,000.00
VAT Refund	2,624.07	2,624.07	0.00
<b>Total</b>	<b>63,124.38</b>	<b>103,540.07</b>	<b>-40,415.69</b>

**Expenditure**

	<b>Actual</b>	<b>Agreed Spend</b>	<b>Balance</b>
<b>Leisure &amp; Environment Committee</b>			
Summer Play Scheme	0.00	2,200.00	2,200.00
Enviro Improvements/Play Grounds	1,585.73	13,100.00	11,514.27
Caergwrle Castle	3,000.00	5,000.00	2,000.00
L&E Misc/Reserved - Queensway Match Funding	0.00	10,000.00	10,000.00
L&E Misc/Reserved - Caergwrle Castle	0.00	20,933.00	20,933.00
Community Engagement	100.00	250.00	150.00
Village Improvements	72.00	2,000.00	1,928.00
<b>Planning &amp; Highways Committee</b>			
Bus Shelters	0.00	200.00	200.00
Street Lighting Supply	1,301.00	5,000.00	3,699.00
Street Lighting Maintenance	6,347.85	26,000.00	19,652.15
Christmas Lights	0.00	4,000.00	4,000.00
CCTV	992.00	1,000.00	8.00
P&H Misc/Reserved - Street Light Upgrade	0.00	57,756.31	57,756.31
<b>Finance Committee</b>			
Staffing costs (salaries, pensions, ni, paye)	6,423.77	12,145.00	5,721.23
General Admin	4,717.95	7,930.00	3,212.05
Grants	0.00	3,000.00	3,000.00
Election Costs	0.00	500.00	500.00
Chairman's Allowance & Cllrs Expenses	0.00	6,700.00	6,700.00
Training (inc £350 - Clerk's Cilca)	0.00	1,850.00	1,850.00
Noticeboard	0.00	1,350.00	1,350.00
Defibrillator	0.00	250.00	250.00
<b>Total</b>	<b>24,540.30</b>	<b>181,164.31</b>	<b>156,624.01</b>

<b>Current Summary</b>	
Bank Balance as at 31 March 2020	112,301.58
Total Expenditure	24,540.30
Total Income	63,124.38
<b>Balance as at 30 Sept 2020</b>	<b>150,885.66</b>
VAT Costs for 2020/21 Financial Year	797.77



HOPE COMMUNITY COUNCIL BUDGET MONITORING 2020/21					
Committee/Budget	Budget	Actual to Date	Available	Notes	
Head	2020-21		Balance		
<b>Leisure and Environment Committee</b>					
Summer play scheme	£2,200.00	£0.00	£2,200.00	Will not be spent on this and has been held in reserves for youth	
Environ imp/plygrnd	£13,100.00	£1,585.73	£11,514.27		
Caergwrlle Castle	£5,000.00	£3,000.00	£2,000.00		
<i>(together with Reserves)</i>	£20,933.00	£0.00	£20,933.00	Allocated for future improvement projects	
L&E Misc/Reserved - Queensway Match Fund	£10,000.00	£0.00	£10,000.00	Anticipated to be spend by yr end	
Community Competitions/Engagement	£250.00	£100.00	£150.00		
Village Improvements	£2,000.00	£72.00	£1,928.00		
		£0.00	£0.00		
<b>Total</b>	<b>£53,483.00</b>	<b>£4,757.73</b>	<b>£48,725.27</b>		
<b>Planning and Highways Committee</b>					
Bus shelters	£200.00	£0.00	£200.00		
Street lighting – supply	£5,000.00	£1,958.73	£3,041.27	Awaiting 2nd quarter invoice	
Street lighting – maint (inspections & repairs)	£26,000.00	£5,690.12	£20,309.88	Work has commenced awaiting inv	
Christmas lights	£4,000.00	£0.00	£4,000.00	Invoice usually received 4th quarter	
CCTV Cameras	£1,000.00	£992.00	£8.00		
P&H Misc/Reserved - Street Light Upgrade	£57,756.31	£992.00	£56,764.31	Work has commenced awaiting inv	
<b>Total</b>	<b>£93,956.31</b>	<b>£9,632.85</b>	<b>£84,323.46</b>		
<b>Finance Committee</b>					
Salaries and N.I. (& payroll fees)	£10,945.00	£5,526.05	£5,418.95		
Pension/gratuity	£1,200.00	£897.72	£302.28		
Expenses - Clerk Travel (Gen Admin)	£200.00	£36.95	£163.05		
Telephone (Gen Admin)	£0.00	£0.00	£0.00		
Audit fees (Gen Admin)	£500.00	£180.00	£320.00		
Chain / honours board (Gen Admin)	£100.00	£0.00	£100.00		
Stationery & equipment (Gen Admin)	£350.00	£135.56	£214.44		
Computer, Maint, Hosting & GDPR(Gen Admin)	£1,000.00	£454.80	£545.20		
Petty cash (Gen Admin)	£0.00	£0.00	£0.00		
Insurance (Gen Admin)	£1,300.00	£1,255.32	£44.68		
Subscriptions (Gen Admin)	£720.00	£110.00	£610.00	Renewals due early 2020	
Photocopier (Gen Admin)	£250.00	£96.00	£154.00		
Election expenses	£500.00	£0.00	£500.00	Not anticipated to be spent	
Office costs (Gen Admin)	£1,260.00	£619.32	£640.68		
Grants	£3,000.00	£0.00	£3,000.00	To be spent 4th quarter	
Chairman's allowance/Cllr Exp	£6,700.00	£0.00	£6,700.00	Payments to be made 4th quarter	
				Will be over budget due to extending old supplier during covid	
Council website (Gen Admin)	£2,250.00	£1,800.00	£450.00		
Training (incs £350 reserved for Clerks Cilca)	£1,850.00	£30.00	£1,820.00		
Noticeboard/Millennium Maps	£1,350.00	£0.00	£1,350.00		
Defib	£250.00	£0.00	£250.00		
			£0.00		
<b>Total</b>	<b>£33,725.00</b>	<b>£11,141.72</b>	<b>£22,583.28</b>		
<b>Summary</b>					
Leisure and environment	£53,483.00	£4,757.73	£48,725.27		
<i>(incs £30933 reserves)</i>					
Planning and Highways	£93,956.31	£9,632.85	£84,323.46		
<i>(incs £35309.50 reserves)</i>					
Finance	£33,725.00	£11,141.72	£22,583.28		
<i>(incs £495 reserves)</i>					
<b>Total</b>	<b>£181,164.31</b>	<b>£25,532.30</b>	<b>£155,632.01</b>		
** All above figures include VAT which will be reclaimed					

