

Hope Community Council

Minutes of the Ordinary (Virtual) Meeting held on Wednesday 11th May 2022

Present by Video Councillors Mrs C Cunnah (Chairman), Mr D Roberts (Vice Chairman), Mrs L Davies, Mrs M Williams, Mrs C Sheibani, Mr B Hughes and Youth Representative Mr M Taylor

Present by Phone Cllr Mr A Parsonage

Also Present Mrs S Hughes Clerk and Responsible Financial Officer

13. **Apologies for Absence**

There were no apologies of absence received.

14. **Declarations of Interest**

RESOLVED: There were no Declaration of Interests received.

15. **Chairman's Announcements**

The Chairman thanked members for the nomination. Whilst the numbers are limited at present she is confident of the efforts, experience and support of all members and it is important to generate interest in filling the remaining 7 vacancies.

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

RESOLVED: the Minutes of the Ordinary Meeting of the Council held on 6th April 2022 be approved as a correct record and signed by the Chairman.

17. **Matters Arising**

Min 221 – FCC have advised that the Safer Routes scheme will be commencing mid June.

Min 240 – Correspondence was received from Cty Cllr Healey in relation to an update on the Hwb Caergwrle Project. They will be making a funding request to the UK Government's Community Ownership Fund (part of the Levelling Up Fund) and are aware that this particular fund lays a strong emphasis on 'accountability' at the local level. In order to fulfil this requirement, they would like to become accountable to Hope Community Council and provide the Council with regular reports and answer any questions.

They have requested for the original letter of support to be slightly amended with the reference to CADW to be removed and, if the council accepts the offer to subject the project to scrutiny by the Council by way of reports and questions which may arise, for this to also be included.

RESOLVED: the council are very supportive of the community project and facility and approved that the Council are happy for the Hwb Caergwrle Project to be accountable to the council and will provide a revised letter of support.

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

Correspondence was received regarding:

- i. An objection and concerns relating to Planning Application Ref: 064241. Retrospective application for an illuminated 'open' sign. Kowloon House, Hawarden Road, Caergwrle, Wrexham.
RESOLVED: the contents of the correspondence will be considered when reviewing the planning application under min 29(i)(c).
- ii. Concerns raised of speeding and highway safety in Abermorddu.
RESOLVED: the council will respond to advise that a VAS will be installed on Hawarden Road by FCC as part of the Safer Routes Scheme due to commence mid June. FCC will be asked to undertake a further speed survey and the police will also be asked to make their presence to address parking. The council have been pursuing this with FCC for some time and will continue to do so.

19. Election Results, Vacancies for Co-option

Following the elections, there currently are 7 vacancies – 1 x Hope and 6 x Caergwrle. The Co-option Notice has been provided and members were provided with information on the process.

RESOLVED: this will be advertised on the noticeboards, website, facebook and members personal social media. Applicants will be asked to provide a Letter of Application and the closing date will be 24th June.

20. Internal Audit

Members were provided with the details from the Internal Auditors report.

Conclusion

On the basis of the internal audit work carried out, in our view the council's system of internal controls is in place, adequate for the purpose intended and effective, subject to the issues reported in the action plan overleaf.

As part of the internal audit work for the next financial year we will follow up all recommendations included in the action plan.

	ISSUE	RECOMMENDATION	FOLLOW UP
1	No internal control issues identified. The council has maintained a robust set of books and records for the financial year.		
Follow up of 2020/21 internal audit recommendations			
1	The risk assessment does not address the risks of supplier (procurement) fraud.	<i>The risk assessment should be updated to include supplier (procurement) fraud including the adequacy of supplier onboarding controls.</i>	Implemented (carried out as separate assessment with new procedure established)

RESOLVED: the report was received and noted.

21. Annual Return for the Year Ended 31st March 2022

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 13th June (and no later than 20th June) for 14 days. The documents will then be made available for inspection between 4th July -29th July 2022.

RESOLVED: the Council approved the Annual Return for the Year Ending 31st March 2022 which will be signed by the Clerk/RFO and Chair (by way of electronic signatures). This will be submitted with the supporting documents to Audit Wales. The Notice of Appointment of Date for the Exercise of Electors Rights will be displayed from (no later than) 20th June for 14 days and the documents will then be made available for inspection between 4th – 29th July 2022.

22. Annual Report

To provide members with a copy of the first draft Annual Report for 2021/22.

The Local Government and Elections (Wales) Act 2021, introduced as soon as reasonably practicable after the end of each financial year, that a community council must prepare and publish a report (an “annual report”) about the council's priorities, activities and achievements during that year. The Clerk circulated the first draft copy for members to review, consider and comment on. Additional information and comments were provided.

RESOLVED: the amendments will be made and resubmitted for approval at the next meeting. The council agreed once the final draft has been approved it will be published on the noticeboards, website and facebook.

In order to keep the current year Objections under review, they will be reviewed on a quarterly basis.

23. Queens Platinum Jubilee

Due to a number of factors it has been required to scale back the original Jubilee Plans.

- **Beacon** – due to unforeseen circumstances this event has now had to be cancelled.

- **Competitions** - the competitions have been launched with a closing date of 16th May. 2 local judges have been arranged; a local artist – Deborah Jones and local author – Phil Borrows. There will be 1st, 2nd & 3rd prizes for each age group of amazon Vouchers £30, £20 & £10.
- **Bunting** – this has already been purchased and the following areas were identified to be decorated. Cllr Roberts reported that the Boys Brigade should be able to assist with this.
 - Gate house by the station - Cllr Parsonage to action
 - Masonic Hall
 - Hope Church
 - Co-op & White Lion
 - Abermorddu School
 - Ysgol Estyn

RESOLVED: the report was received and noted. Cllr Roberts will confirm whether the BB are able to assist with decorating the above areas.

24. **Clwyd Pension Fund**

In addition to the Clerk being the Key Contact – Nominated Representative for the Clwyd Pension Fund the council needs to be appoint a new Authorised Officer(s) (*this is a person that would have the authorisation to liaise with CPF and taken any necessary action should the Clerk not be available*).

RESOLVED: Cllr Williams be appointed as the Authorised Officer.

25. **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.

26. **Correspondence**

The following correspondence was received and noted:

- OVW Training Courses (including 8 free places for the core modules).
- FCC – Code of Conduct Training. The Clerk requested that all members attend this course given the obligation in section 67 of the Local Government and Elections (Wales) Act 2021 (Community Council Training Plans), this training should be regarded as compulsory for all Members whether they have previously undertaken it or not.
- UK Shared Prosperity Fund – virtual workshops.
- FLVC – free annual membership for 2022/23.
- Woodland Creation – Silviculture.

27. **Future Agenda Items**

- Cllr Williams reported that the Clerk is yet to receive her written appraisal back and considers a further one is required. The Clerk advised that J Hilton had now been in touch and it should be received imminently.

Finance

28. **Payments**

To authorise accounts for payment up to and including 11th May 2022.

Payable To	Details	Amount
HSBC	Monthly Bank Fee (Feb-March)	£5.00
Flintshire County Council	Street Light - Supply Jan, Feb & March 2022	£895.05
Greenfingers	Queensway Maintenance 1 of 7	£226.07
JDH Business Services Ltd	Internal Audit 2021/22	£270.00
Canda Copying	Photocopier Rental	£48.00
Mrs S Hughes	ICO - Annual Data Protection Fee (paid by the Clerk)	£40.00

Payable To	Details	Amount
Staffing Cost	Apr-22	£1,444.49
Mrs S Hughes	Stationery, Postage, Equipment, Travel etc	£20.24
Microshade Business Consultants	Annual IT Services, Emails & DPO Services	£1,768.66

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

29. Planning Applications

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

RESOLVED:

- a) [Ref: 063335](#). AMENDMENTS AND/OR ADDITIONS. Part demolition of existing dwelling and residential development comprising of 8 detached dwellings and associated roads and drainage works. Land at Foxfield, Fagl Lane, Hope, Wrexham. ***Strongly object to due to over development with a proposal that is out of character with the surrounding properties. It would impact on neighbouring properties including the cemetery where activities should be carried out at a respectful distance. An environmental report needs to be undertaken as there is strong evidence of wildlife in and around the site. A highways survey would be desirable as it is considered that the increased traffic incurred by the proposed build would incur a danger to vehicles and pedestrians using the highway and pavement. Also the already overworked sewage system in the vicinity is not considered suitable for the addition of seven new properties.***
- b) [Ref: 064282](#). Erection of a wooden Children's treehouse and play equipment. Pen Y Wern Hall, Pontblyddyn, Mold. ***Supported***
- c) [Ref: 064241](#). Retrospective application for an illuminated 'open' sign. Kowloon House, Hawarden Road, Caergwrle, Wrexham. ***Supported***
The contents of the objection letter received as mentioned in Min 18(i) was reported and taken into consideration when reviewing this application.
- d) [Ref: 064302](#). Replacement of roof covering and new dormer window. 54 Rhyddyn Hill, Caergwrle, Wrexham. ***Supported***

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

- a) [Ref: 064072](#). Proposed erection of a two storey rear extension. 2 Goodwin Villas, Stryt Isa, Hope, Wrexham. ***Approved***
- b) [Ref: 064172](#). Erection of a rear extension to create garden room in addition to planning approval ref: 062563. The Dyke, Wrexham Road, Hope, Wrexham. ***Approved***

30. Highway Matters

Cllr Davies reported continued issues at the land on the corner of Llwyn Eglwys & Hawarden Road. There have sightings of vermin and recently rubble and soil fly tipped, subsequently removed. Cty Cllr G Healey has been involved with these issues and is continuing to raise the matters with FCC.

Leisure and Environment

31. Play Areas

Cllr Williams reported that she had visited the play areas, there have been issues with the contractor at Queensway, which is hoped to be resolved, the garages at Porch Lane have been part demolished but is looking very unkempt and uninviting.

FCC have now provided a brief report of the ground survey undertaken at the Willows play area:

The outcomes of the Inspection will need to be reviewed at appropriate times going forward, if circumstances fundamentally change in future. For example, if the use of the site changes significantly or if amendments to Part 2A legislation are made in future. No further action is necessary from a regulatory perspective for land

contamination (Part 2A) at present, and 'The Willows' is understood to be suitable for its current community use to continue.

This has been shared with Richard Roberts, Aura to ascertain if there are any restrictions on additional play equipment being installed.

RESOLVED: the report was received and noted.

32. Caergwrle Castle

Cllr William reported that there is evidence of 2 or 3 fires at the castle reported by FCS and the police. There has also been damage to one of the steps which has been broken off to use on the fire. The police and fire reduction team are involved.

She also highlighted that once the council has filled the current vacancies and the Castle Working Group is reformed, they will need to consider whether a full tree survey and tree works are required.

The meeting of the Council began at 7.05pm and ended at 8.25pm

Chairman: 6th July 2022