

CYNGOR CYMUNED PENARLAG
HAWARDEN COMMUNITY COUNCIL



SGJ/H.08.04.2024

2nd April 2024

To: **ALL MEMBERS OF COUNCIL**

Dear Councillor,

YOU ARE HEREBY SUMMONED to attend the **HYBRID MEETING** of the **HAWARDEN COMMUNITY COUNCIL** to be held on **MONDAY 8th April 2024 at 6.00 P.M.** The remote access meeting link will be sent out on Monday afternoon on request.

The agenda and papers are attached.

Members of the public are welcome to attend and observe the meeting. Please contact the Clerk and Financial Officer on **07931 231770** direct if you require log-in details for the meeting, or if you have any problems logging in.

Yours sincerely

Mrs Sharron G Jones
Clerk & Financial Officer

Gyda Chyfarchion With Compliments

MRS SHARRON G JONES
Clerc a Swyddog Cyllidol Clerk & Financial Officer

SWYDDFEYDD Y CYNGOR

113 Yr Highway, Penarlâg, Glannau Dyfrdwy, Sir y Fflint CH5 3DL. Ffôn/Ffacs: 01244 533692

COUNCIL OFFICES

113 The Highway, Hawarden, Deeside, Flintshire CH5 3DL. Tel/Fax: 01244 533692

Ebost/**Email**: mail@hawardencommunitycouncil.gov.uk

www.hawardencommunitycouncil.gov.uk



HAWARDEN COMMUNITY COUNCIL

HYBRID MEETING

8th April 2024

A G E N D A

6.00 p.m.

PRESENTATION:

1. Representatives from HYNET will be in attendance to provide an update on the project following the recent announcement of the Secretary of State to allow the project to proceed.

COUNCIL MEETING:

2. APOLOGIES FOR ABSENCE:

3. DECLARATIONS OF INTEREST:

To receive any declarations of interests from Members.

4. MINUTES OF THE PREVIOUS MEETING:

To receive and approve the minutes of the previous meeting of the council held on 11th March 2024, copy attached.

5. MATTERS ARISING FROM THE MINUTES:

6. VACANCIES IN HAWARDEN – MANCOT & EWLOE WARDS:

To receive a verbal update from the Clerk and Financial Officer.

7. CHAIRMAN'S REMARKS:

STAFFING AND GENERAL PURPOSES COMMITTEE:

8. FLINTSHIRE'S LOCAL AREA ENERGY PLANNING WORKSHOP:

To receive a verbal feedback report on the Flintshire Local Area Energy Planning Workshop.

9. POLICE MATTERS:

To consider any matters of concern.

10. HIGHWAYS/STREETSCENE MATTERS:

To consider any matters of concern for onward submission to John Griffiths, Senior Highways Maintenance Officer.

11. LIGHTING FAULTS:

To raise any lighting issues.

12. MEMBERS INFORMATION ITEMS:

To consider any relevant information items from Members.

PLANNING COMMITTEE:

13. PLANNING APPLICATIONS AND DECISIONS:

County Council Members:

- (i) To formally note that the participation of those Councillors who are also members of the County Council, in both the debate and subsequent vote, is on the basis that the views expressed are preliminary views taking account of the information presently made available to the Community Council.

The County Councillors reserve their final views on the application until they are in full possession of all relevant arguments for and against.

- (ii) To consider the planning applications received to date for the month of April.

Members are asked to view the applications on-line prior to the meeting via

<http://www.flintshire.gov.uk/en/Resident/Planning/Home.aspx>

- (iii) To note any planning appeals.

- (iv) To note the attached planning decisions for April.

COMMUNITY AND ENVIRONMENT COMMITTEE:

14. NEW COMMUNITY CENTRE AT EWLOE:

To receive a verbal update from the Chairman of the Delivery Team.

FINANCE COMMITTEE:

15. ANNUAL AUDIT REPORT:

Report attached.

16. ACCOUNTS FOR PAYMENT:

To approve the attached list of payments for April, copy attached.

17. CLERK AND FINANCIAL OFFICER'S REPORT:

To receive a verbal report on the Council's contribution to the Joint Maintenance Committee for the month of April and any other relevant matters.

To note the cost to the council for the Joint Maintenance services in March of **£15,089.27**.

18. BANK RECONCILIATION:

To receive the bank reconciliation statement for the period ending 31st March, *copy to follow*.



HAWARDEN COMMUNITY COUNCIL

Minutes of the Hybrid Meeting

held on

11th March 2024

PRESENT: Chairman: Councillor Janet Axworthy

Councillors: Joyce Angell, Gillian Brockley, Helen Brown, Bill Cooper, Dave Mackie, Doreen Mackie, Emma Preece, Ralph Small, Darren Sterry, Linda Thomas and Ant Turton

Officers: Mrs Sharron Jones, Clerk & Financial Officer
Miss Georgey Griffiths, Administrative Officer

205/24 APOLOGIES FOR ABSENCE:

Apologies for absence had been received from Councillors Margaret Redfern, Sam Swash and Richard Taylor. Councillors Sarah Hinks and Hayley Selvester also submitted apologies due to IT difficulties connecting to the meeting,

206/24 DECLARATIONS OF INTEREST:

There were none.

207/24 MINUTES OF THE PREVIOUS MEETING:

IT WAS RESOLVED: that the minutes of the meeting held on 8th January 2024 be approved as a correct record.

208/24 MATTERS ARISING FROM THE MINUTES:

The Clerk and Financial Officer said that in relation to minute number 195/24 she had sent a congratulatory card to the Head Teacher at Penarlag CP School on behalf of the Community Council.

IT WAS RESOLVED: to receive the updates.

209/24 VACANCIES IN HAWARDEN – MANCOT AND EWLOE

WARDS:

The Clerk and Financial Officer advised that there were three vacancies in Mancot and one in Aston that had been advertised. If no interest is shown from the public, the Clerk and Financial Officer suggested a more attractive advert be uploaded onto Facebook and the council notice boards.

IT WAS RESOLVED: to agree to the enhanced promotion of the vacancies.

210/24 CHAIRMAN'S REMARKS:

The Chairman said that she had attended several meetings including the Rotary Club, Hynet and the new Community Centre delivery group which were all on the agenda for further discussion..

The Chairman also suggested that the Community Council look at purchasing a number of 1st and 2nd class stamps as from April 1st stamps would increase by 10p.

IT WAS RESOLVED: to note the updates.

STAFFING AND GENERAL PURPOSES COMMITTEE:

211/24 POLICE MATTERS:

No incidents had been reported.

IT WAS RESOLVED: that the Clerk and Financial Officer request PCSO Davies to attend a future meeting of the council.

212/24 HIGHWAYS/STREETSCENE MATTERS:

Issues had been raised with John Griffiths, Highways Supervisor about the pot holes on Greenville Avenue, Hawarden and surrounding areas.

Residents had also complained about the state the grass verge had been left in after workman had been completing gas work.

IT WAS RESOLVED: to note the issues for onward submission to John Griffiths

213/24 LIGHTING FAULTS:

There were no lighting faults reported.

214/24 MEMBERS INFORMATION ITEMS:

Councillor Emma Preece wanted to thank all members for their well wishes, flowers and congratulations on the birth of her baby boy, Otis.

IT WAS RESOLVED: to note the information.

PLANNING COMMITTEE

215/24 STRATEGIC DEVELOPMENT PLANS: TRAINING:

Members who had recently attended the training had raised concerns about how the strategic development plans could take precedence over the local development plans and all the hard work that had gone into them would not be recognised or looked into to, in the future.

Members agreed to draft an objection letter against the strategic development plans.

IT WAS RESOLVED: that a letter of objection be drafted and information be shared on the council's social media websites informing the public of the new changes.

216/24 PLANNING APPLICATIONS AND DECISIONS:

The Chairman referred to Item 2, The Coppice and said that the planning application had been approved, despite numerous objections and complaints from residents and a formal complaint from herself. She had sent an email to the Planning Officer, Stef Connah.

The Clerk and Financial Officer referred to the letters some members had received directly about the new housing development in Ewloe. Queries had been raised as the application had additional houses from the original application.

IT WAS RESOLVED:

(a) County Council Members:

That the participation of those Councillors who were also Members of the County Council, in both the debate and subsequent vote, was on the basis that the views expressed had been preliminary views taking account of the information made available to the Community Council. The County Councillors reserved their final views on the applications until they were in full possession of all relevant arguments for and against.

(b) That the County Planning Authority be advised of this Council's observations on the applications submitted to it for consideration, as per the attached schedule.

(c) That the planning decisions be noted.

(d) There were no planning appeals.

(e) That a zoom meeting be arranged with the County Council's Strategic Development Manager to discuss the extra houses and that consideration be given for an open day in the Scout Hut for members of the public to share their views.

COMMUNITY AND ENVIRONMENT COMMITTEE:

217/24 COMMUNITY OUTREACH PROGRAMME:

A request had been received from the Community Outreach Adviser asking for suitable locations to run the Community Outreach Programme that had been up and running for twelve months.

It was agreed that the local community centres, Scout HQ and library be offered.

IT WAS RESOLVED: that the contact numbers for the Scout HQ, library and Community Centre be passed on to the Community Outreach Adviser.

218/24 NEW COMMUNITY CENTRE AT EWLOE:

The Chairman of the Delivery Group provided an update on the project following the meeting on the 14th February. An update from Betsi had been provided and contact made with Aura and Theatr Clwyd.

It had been anticipated that an accommodation schedule could be drawn up and initial plans drafted for the proposed layout.

Councillor Dave Mackie had been commended for his extensive research work with current users of the Level Land Community Centre.

The next meeting would be held on 20th March 2024.

IT WAS RESOLVED: to note the update.

219/24 HYNET/ VICKER'S CLOSE:

The Clerk and Financial Officer said that on 28th February there would be a meeting held with the Senior Officers of Hynet and that they would attend the April meeting to provide an updated presentation to members.

IT WAS RESOLVED: to note the update.

220/24 SERVICE LEVEL AGREEMENT (SLA) BETWEEN HAWARDEN COMMUNITY COUNCIL AND THE HAWARDEN EVENTS TEAM:

A draft Service Level Agreement had been circulated between the Community Council and the Hawarden Events Team, noting the typo on page two of the document that should read "second Saturday of July, not Tuesday.

IT WAS RESOLVED: that the Service Level Agreement be approved.

FINANCE COMMITTEE:

221/24 MANDATORY MEMBER ALLOWANCES:

IT WAS RESOLVED: that members receive their mandatory member allowance unless they confirm in writing to the Clerk and Financial Officer that they do not wish to accept it.

222/24 ROTARY YOUTH LEADERSHIP AWARD (RYLA):

IT WAS RESOLVED: that the Council approve and accept the cost of £425 for the RYLA award.

223/24 SMALL GRANT APPLICATIONS:

An application had been received from the Youth Service asking for funding to go towards the LGBT Event that would be held in Hawarden High School.

IT WAS RESOLVED: that the application for funding towards this event be declined as funding is not given directly to schools.

224/24 /24 ACCOUNTS FOR PAYMENT:

IT WAS RESOLVED: that the list of payments in the sum of £42,914.61 for March, be approved.

225/24 CLERK AND FINANCIAL OFFICER'S REPORT:

The Clerk and Financial Officer stated that the Joint Maintenance cost for February had been £15,089.27 and that March had yet to be completed.

She had recently attended a One Voice Wales Event which entitled "planning for future generations" and had completed a Conference Report which can be sent to members, on request. It had been a really useful conference.

IT WAS RESOLVED: to note the cost to the Council for the Service Level Agreement for February and receive the March amount at the April meeting.

226/24 BANK RECONCILIATION:

IT WAS RESOLVED: that the bank reconciliations for the period ended 28th February be approved.

Accounts for Payment

Mar-24

Ref:	Method	Item	Cost
H/24/336	GG 1030	Charlies - water butt connector pipe	£9.98
H/24/337	BACS	Microshade - IT Support	£115.10
H/24/338	GG 1030	Apex water proof clothing for litter collector	£201.98
H/24/339	DD	Air Liquide - Depot supplies	£39.46
H/24/340	BACS	Morgans Deeside - downpipe / gutter bend	£12.30
H/24/341	BACS	Done n Dusted - Office clean - Feb	£35.00
H/24/342	SJ 0734	DVLA - Vehicle Tax YX19 KKL	£320.00
H/24/343	SJ 0735	DVLA - Vehicle Tax CX13 PZH	£320.00
H/24/344	GG 1030	Charlies - Gun-Gum Paste / Plastikote High Heat	£13.98
H/24/345	GG 1030	Ebay - Workmen Boots (previous not received/refunded)	£59.10
H/24/346	BACS	SLCC - Graduation - Clerk & Finance Officer	£27.00
H/24/347	DD	Onecom - voice / broadband	£127.31
H/24/348	SJ 0734	Charlies - black gloss / metal work - recharge Shotton	£23.97
H/24/349	BACS	H W Oultram & Co - Vehicle Fuel -YX19 KKL - Jan	£191.67
H/24/350	BACS	H W Oultram & Co - Vehicle Fuel - CU16 LGX - Jan	£316.73
H/24/351	BACS	Allotment Rent	£1,360.00
H/24/352	BACS	Hawarden High School Award Donation	£200.00
H/24/353	BACS	FCC - Land Rent - Cornwall Road	£0.25
H/24/354	GG 1030	Viking - Stationary	£38.92
H/24/355	BACS	Mona Tractor Company Limited - lawn mower	£898.44
H/24/356	DD	IDATA - IT Support	£46.20
H/24/357	DD	BES Utilities - Gas Bill - Oct-Feb	£1,200.44
H/24/358	BACS	Tofco - Sub-Fuse Unit / Fuse Link	£696.00
H/24/359	BACS	Canda Copying - Rental of photocopier	£163.06
H/24/360	BACS	Clwyd Welding Services - Equipment	£30.09
H/24/361	DD	Welsh Water Bill	£26.12
H/24/362	DD	SP Electric Bill - Depot / Pavillion / Bowling club	£140.31
H/24/363	DD	Air Liquide - Cylinder Rental	£18.66
H/24/364	BACS	Martin Hind - New Height Barrier - Office Car Park	£745.00
H/24/365	BACS	FCC - Postfix Concrete / QC10 Flowable	£235.30
H/24/366	BACS	Hawarden Jubilee Allotment Insurance	£159.08
H/24/367	GG 1030	C.E.F - Thermal Photocell	£78.00
H/24/368	DD	Street Lighting - January 2024	£2,743.45
H/24/369	DD	Street Lighting - December 2023	£2,743.45
H/24/370	BACS	Welsh Water - Gladstone Playing Fields	£140.55
H/24/371	BACS	Welsh Water - Aston Allotments	£4.97
H/24/372	BACS	HMRC - March Salaries	£5,638.49

H/24/373	BACS	Audit Wales - Audit Fees 2020-21	£350.00
H/24/374	BACS	Clwyd Pension Fund - March Salaries	£5,840.07
H/24/375	BACS	Lloyd's Bank - March Salaries	£14,405.25
H/24/376	DD	BES Utilities - Electric - Jan / Feb 2024	£141.08
H/24/377	BACS	BES Utilities - Underpayment Gas Bill	£774.34
H/24/378	DD	BES Utilities - Gas Bill - Februaury	£353.19
H/24/379	GG 1030	eBay - Work Trousers for Maintenance Officer	£34.10
H/24/380	BACS	Done n Dusted - Office clean - March	£30.00
H/24/381	SJ 1034	Evenbrite - Training for the Clerk	£50.00
H/24/382	SJ 1034	Elimay's Flowers - Bouquet for Cllr Emma Preece	£35.00
H/24/383	BACS	Cllr Redfern - MMA Payment 2024	£156.00
H/24/384	BACS	Cllr Thomas - MMA Payment 2024	£156.00
H/24/385	BACS	Cllr Taylor - MMA Payment 2024	£156.00
H/24/386	BACS	Dragon Steel Services - parts for replacement bench	£85.38
H/24/387	BACS	Microshade - IT Support March	£115.10
H/24/388	BACS	Morgans Deeside - Facia Bracket / Gutter Stopend	£12.96
H/24/389	BACS	Trebor Jones & Son Ltd - Vehicle Service - Zetor	£558.54
		TOTAL	£42,373.37

Chair of Finance:

Chair of Council:

Hawarden Community Council
Planning Committee
11th March 2024

Planning Applications for consideration:

No.	Planning Application Number	Proposal	Address	CASE OFFICER
------------	------------------------------------	-----------------	----------------	---------------------

1.	FUL/000074/24 Ward Hawarden Mancot	Rear single storey extension and porch	100, Mancot Lane Mancot, Deeside	Stef Connah 09.02.2024 No objections
2.				
3.				
4.				
5.				

awarden Community Council
 Planning Committee
 8th April 2024

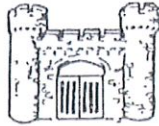
Planning Applications for consideration:

No.	Planning Application Number	Proposal	Address	CASE OFFICER
-----	-----------------------------	----------	---------	--------------

1.	FUL/000203/24 Ward Ewloe	The development of 12 Electric Vehicle charging bay and associated works	ST DAVIDS PARK HOTEL, St Davids Park Spine Road, Ewloe, Deeside	Stef Connah 19.03.2024
2.	FUL/000195/24 Ward Hawarden	Construction of 300 dwellings (including 105 affordable homes), new vehicular and pedestrian accesses, public open space, landscaping and all associated ancillary works.	Land at Gladstone Way and Ash Lane, Hawarden	James Beattie 18.03.2024
3.	DET/000205/24 Ward Hawarden	Application for Approval of Details Reserved by Condition 3 Planning Permission FUL/000066/24	34, High Park, Hawarden	Stef Connah 13.03.2024
4.	FUL/000201/24 Ward Ewloe	Proposed Erection of Front Boundary Wall Fronting Green Lane	Newlea, Green Lane, Ewloe Green, Deeside	Stef Connah 14.03.2024
5.	FUL/000179/24 Ward Hawarden	Single storey side and two storey rear extension and reconfiguration of existing detached dwelling.	30 , High Park, Hawarden	Stef Connah 06.03.2024

**PLANNING DECISIONS MADE BY FCC FOR NOTING BY HAWARDEN
 COMMUNITY COUNCIL**

	Planning Application Number	Proposal	Address	Decision
1.	FUL/000128/24 Ward Hawarden Aston	Rear extension	18, Fieldside, Hawarden	Approved 21.03.2024 Steph Connah
2.	FUL/000110/24 Ward Hawarden	Rear single storey extension and porch	100 Mancot Lane Mancot	Approved 13.03.2024 Steph Connah
3.	FUL/000074/24 Ward Hawarden	Proposed loft conversion with hip to gable and replacement roof trusses.	2, The Coppice, Ewloe	Approved 07.03.2024 Steff Connah
4.				
5.				
6.				
7.				
8.				



HAWARDEN COMMUNITY COUNCIL

MONDAY 8th APRIL 2024

EXTERNAL AUDIT OF THE COUNCIL'S ACCOUNTS

1. PURPOSE OF REPORT:

To note the date for the external audit of the Council's accounts for the year ending 31st March 2024 and the preparation required.

2. PROCESS:

The following process will need to be followed to ensure that the Annual Return, additional Governance assertions and supporting information are submitted to the external auditor, Wales Audit Office. A date has not yet been supplied by Wales Audit Office due to backlog and staffing issues. The usual date is **by 1st July [2024]**:

- Internal Audit is usually undertaken in two stages by the Council's Internal Auditor, JDH Business Services Ltd; the first stage, an interim audit was due to take place in February 2024 but the Internal Auditor has rolled the interim into the full annual audit on this occasion.
- The financial software 'end of year' will be completed by RBS (software provider) on **15th May 2023**. RBS will prepare the annual accounts which will include:
 - Completing the year end closedown
 - Preparing the Annual Return
 - Preparation of supporting accounting information
 - Creation of the new financial year on the software

- Assist in the preparation of the variances analysis, if required
- The second stage of the internal audit will be completed by the Internal Auditors, JDH, after the **15th May, 2024** (exact date tbc) and will address all transactions up to the end of March 2024 (including any accruals and debtors in April 2024);
- JDH will prepare an internal audit report and complete the Internal Audit section of the Annual Return by **31st May 2024**;
- Approval of final accounts by the Council will be at its meeting on **10th June 2024** together with the report of the Internal Auditor, draft Annual Return, additional Governance assertions and supporting information; and
- Delivery of paperwork to the external auditor will be confirmed together with the notice for the exercise of electors' rights under the 2004 Act.

3. FUTURE AUDIT ARRANGEMENTS:

Members will recall that the Clerk and Financial Officer has previously advised that the External Auditor will produce a three-year cycle of audits commencing this year. In one of these years a full, detailed and comprehensive review of transactions will take place with a lighter audit in the remaining two years. Hawarden Community Council had been listed for its detailed audit on year 3 therefore 2025.

4. RECOMMENDATIONS:

Members are asked to note the arrangements as outlined above.

Accounts for Payment

Apr-24

Ref:	Method	Item	Cost
H/24/390	DD	BES Utilities - Electric for Office - 13th Feb-13th March	£126.75
H/24/391	BACS	Cllr Preece - MMA 2024	£156.00
H/24/392	BACS	Cllr Hinks - MMA 2024	£156.00
H/24/393	BACS	Cllr Turton - MMA 2024	£156.00
H/24/394	SJ 0734	Bruno Peak - D-Day Lantern	£55.00
H/24/395	BACS	HW Oultram & Co - Van Fuel - Feb - CU16 LGX	£215.67
H/24/396	BACS	HW Oultram & Co - Van Fuel - Feb - YX19 KKL	£122.81
H/24/397	DD	Flotek - Mobile Phone	£31.20
H/24/398	DD	Onecom - Broadband / Voice	£127.27
H/24/399	SJ 0734	Jewson - Supplies for bench in Slack Lane	£13.45
H/24/400	SJ 0734	Tool Station - Supplies for Shotton Lane (Recharge)	£16.38
H/24/401	GG 1030	Electricfix - Depot Supplies - Nylon Nut / Hex Full Nuts	£11.48
H/24/402	DD	SSE - Street Lighting January	£2,743.45
H/24/403	BACS	Cllr Axworthy - Chairs Allowance	£979.70
H/24/404	BACS	Cllr Brown - MMA 2024	£156.00
H/24/405	BACS	Snapfast - Street Lighting Equipment	£5,748.00
H/24/406	SJ 0734	Jim Barrow Chester - Brake Pad	£51.55
H/24/407	BACS	TSJ Services - MOT & Repairs - Cherry Picker	£247.00
H/24/408	DD	SSE - Street Lighting - Feb	£2,566.44
H/24/409	BACS	Clwyd Welding Services - Depot Supplies	£90.84
H/24/410	SJ 0734	AA Automotive - Tyre Repair - KKL Van	£18.00
H/24/411	BACS	SLCC - Community Governance L6 Degree	£2,875.00
H/24/412	SJ 0734	Charlies - Maintenance Officer Boots / Steel Putty	£42.97
H/24/413	BACS	Mileage - SGJones	£325.35
H/24/414	BACS	FCC - Non-Domestic Rates Bill Office & Premises	£2,529.00
H/24/415	BACS	FCC - Non-Domestic Rates Bill Workshop & Premises	£4,390.12
H/24/416	DD	Scottish Power - Electric Feb/March Depot / Pav / BG	£208.56
H/24/417	DD	iData - IT Support	£49.85
H/24/418	DD	Welsh Water Bill - April 2024	£17.10
H/24/419	GG 1030	Amazon - Self Closing Taps - Allotment	£49.98
H/24/420	BACS	FCC - Land Rent - Yowley Playing Field	£10.00
H/24/421	BACS	FCC - Land Rent - Allotments	£140.00
H/24/422	BACS	HW Oultram & Co - Fuel - March - CU16 LGX	£101.12
H/24/423	BACS	HW Oultram & Co - Fuel - March - PZH / KXD / KKL	£318.02
H/24/424	BACS	Cllr Swash - MMA'S 2024	£156.00
H/24/425	GG 1030	Viking - Office Supplies - Paper / Highlighters	£129.11

H/24/426	GG 1030	Bell Automotive - DPF Regan & Oil Change - CU16 LGX	£384.00
H/24/427	BACS	David Hughes Ground Maintenance - Hedge Cutting	£876.00
H/24/428	DD	Air Liquide - Cylinder Rental	£16.66
H/24/429	BACS	Rialtas - Software Support / Maintenance License 1	£428.40
H/24/430	BACS	Rialtas - VAT Submission Annual Subscription	£264.00
H/24/431	BACS	Clwyd Pension Fund - April Salaries	£5,859.77
H/24/432	BACS	Lloyd's Bank - April Salaries	£14,695.02
H/24/433	BACS	HMRC - April Salaries	£5,422.22
H/24/434	BACS		
		TOTAL	£53,077.24

Chair of Finance:

Chair of Council: