

**CYNGOR CYMUNED PENARLÂG**  
**HAWARDEN COMMUNITY COUNCIL**



SGJ/H.13.03.2023

8<sup>th</sup> March 2023

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 13<sup>th</sup> March 2023** at **6.00 P.M** AT THE SCOUT H.Q., GLADSTONE PLAYING FIELDS, THE HIGHWAY, HAWARDEN, CH5 3DN. 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.

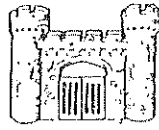
***No recording, broadcasting or photographs may be taken of the council meeting without the prior approval of the Community Council.***

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**  
Epost/Email: mail@hawardencommunitycouncil.gov.uk  
www.hawardencommunitycouncil.gov.uk



## HAWARDEN COMMUNITY COUNCIL

### HYBRID MEETING

13<sup>th</sup> March 2023

### A G E N D A

**6.00 p.m.**

#### **COUNCIL MEETING:**

**1. PRESENTATION BY JAMES HUNT, NANNY BISCUIT:**

James would like to talk to the community council about the forthcoming *Grand Week in Wales* and further community initiatives.

**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 meeting of the council held on 13<sup>th</sup> February 2023, copy attached.

**5. MATTERS ARISING FROM THE MINUTES:**

**6. HYNET PROJECT:**

Following recent discussions and emails further dialogue is required with representatives from Hynet and it is suggested that a small group of members be designated as a Task and Finish Group to work with Hynet and feedback to the Community Council on a regular basis.

Members are asked to consider the representation of this group.

**7. REPORT ABOUT THE POSITION OF THE VICE-CHAIRMAN:**

Report attached.

**8. CHAIRMAN'S REMARKS:**

**STAFFING AND GENERAL PURPOSES COMMITTEE:**

**9. PERSONAL ID CARDS FOR STAFF AND MEMBERS:**

To consider the options available for the supply of personal ID cards for staff and members.

**10. VEXATIOUS COMPLAINTS POLICY:**

To consider and approve the attached policy.

**11. TRAINING NEEDS SURVEY 2023:**

*“One Voice Wales and the Society of Local Council Clerks have developed a training needs survey which we would like your Council to complete so that we can plan future training arrangements within our respective organisations that reflect the current needs of the sector. A copy of the survey is attached so that you can discuss the questions within the Council before completing the survey online. You will note that the questions relate to councillors, clerks and other staff as well as to the general role of the Council.*”

*It is estimated that to complete the survey online will take around 20 minutes of your time and I would be grateful if you could spend time beforehand going through the attached copy of the questions so that your responses are well thought out before completing the online survey. For those Clerks that work for more than one council you will be able to complete the survey for each Council from a single browser if this is the method that is appropriate for you.*

*It is suggested that maybe a small group of councillors including the Chair should with the Clerk consider the responses to the questions before the online survey is completed.*

*I sincerely hope that you will allocate the necessary time to complete the survey so that the results can be regarded as fully reflective of the views of councils in Wales.”*

**The closing date for responses is 28 March 2023.**

The web-link to access the survey is:

<https://www.surveymonkey.co.uk/r/WXCRMXM>

*“In past surveys of this nature, we have received about a 40% response and I am hopeful that on this occasion we can achieve with your support a much higher percentage than in previous surveys ensuring that the results can be fully relied upon to help both our organisations plan ahead with training opportunities that match your needs.*

*Thank you in advance for your help and support in relation to this important survey.”*

**12. POLICE MATTERS:**

To consider any matters of concern.

*For information:* PCSO Gareth Price has undertaken a number of patrols in Mancot following recent complaints. He had issued some yellow cards to young people and suggested that the lighting be improved at the Mancot library.

**13. HIGHWAYS/STREETSCENE MATTERS:**

To consider any matters of concern with John Griffiths, Senior Highways Officer, who may be in attendance.

**14. LIGHTING FAULTS:**

To raise any lighting issues.

**15. MEMBERS INFORMATION ITEMS:**

To consider any relevant information items from Members.

**PLANNING COMMITTEE:**

**16. 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 March.

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 March.

### **COMMUNITY AND ENVIRONMENT COMMITTEE:**

#### **17. NEW COMMUNITY CENTRE AT EWLOE:**

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

#### **18. H.M. KING CHARLES III CORONATION:**

To consider whether to purchase commemorative coins for this event and issue small grants to resident groups wishing to participate in street parties for the coronation. An amount of £2,000 has been budgeted for this purpose.

#### **19. BIODIVERSITY SECTION 6 DUTY:**

- (i) To consider the attached Environmental Action Plan.
- (ii) To consider the email received from Sophie Roberts, Assistant Biodiversity Officer at Flintshire County Council, copy previously emailed to members.

### **FINANCE COMMITTEE:**

#### **20. INDEPENDENT REMUNERATION PANEL FOR WALES FINAL REPORT:**

The final report has been issued which refers to the tax element of mandatory member allowances as follows:

“it is not within the remit or authority of the Panel to provide specific advice on matters of taxation. Advice can be provided by One Voice Wales and guidance is available on the HMRC website.”

The £156 should fall under the statutory provisions of section 316A ITEPA: [Income Tax \(Earnings and Pensions\) Act 2003 \(legislation.gov.uk\)](#) and the current amount that can be paid without attracting a tax liability is £6 per week: [Expenses and benefits: homeworking: Homeworking expenses and benefits that are exempt from tax – GOV.UK \(www.gov.uk\)](#).

**21. ACCOUNTS FOR PAYMENT:**

To approve the attached list of payments for March 2023.

**22. 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 March.

To note the receipt of £461 following the sale of scrap metal from depot surplus.

**23. BANK RECONCILIATIONS:**

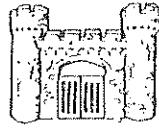
To receive the bank reconciliation statement for the period ending 28<sup>th</sup> February 2022, copy to follow.

**24. SMALL GRANT APPLICATIONS:**

To consider the following small grants application:

Aston Bowling Club

*[Copies of the grant application will be emailed separately to members due to confidential data.]*



## **HAWARDEN COMMUNITY COUNCIL**

Minutes of the Hybrid Meeting

held on

**13<sup>th</sup> February 2023**

**PRESENT:** Chair: Councillor Janet Axworthy

**Councillors:** Joyce Angell, Helen Brown, Billy Cooper, Martin Davey, Lesley Evans, Dave Mackie, Doreen Mackie, Emma Preece, Dale Selvester, Hayley Selvester, Darren Sterry, Sam Swash, Linda Thomas and Ant Turton

**Officers:** Mrs Sharron Jones, Clerk & Financial Officer  
Mrs Fran Griffiths, Administrative Officer

**Also present:** 4 members of the public  
Carole Roberts, Clerk of Acton Community Council

### **149/22 PRESENTATION AND Q&A ABOUT THE HYNET PROJECT:**

The Chairman welcomed the following representatives of the Hynet Project to the meeting: David Parkin, Project Director, James Prout, Progressive Energy Ltd and Carys Percival, Community and Communication Co-ordinator from Eni Uk Limited. The Chairman also welcomed members of the public to this section of the meeting that would allow members of the public to speak for a limited time.

Mr Parkin outlined that the Hynet North West project was an integrated carbon capture and storage (CCS) and low-carbon hydrogen production project being developed to reduce industrial carbon emissions in the North West England and North Wales. HyNet would reduce the amount of carbon dioxide emitted from across the region by locking away the carbon dioxide emitted by heavy industry and by providing locally-produced low carbon hydrogen to power for industry, transport and to heat homes and businesses.

56 Chairman's signature: \_\_\_\_\_



Mr Prout said that the project would take approximately 18 months with a completion date in 2025 and then presented a slide show to explain the route, processes and benefits of the pipeline. The pipe would be laid within a corridor of 100m diameter, buried 1.2m underground, mainly through agricultural land which would be re-instated on completion. At residential areas, the pipe would be drilled under the road with no practical inconvenience to residents.

A member of the public expressed his dissatisfaction with the communication from Hynet and that until this evening he had not been aware of the change of plans. A number of questions were raised to which the external representatives answered or promised that an answer would be forthcoming.

The Chairman surmised that the importance of communication and openness from Hynet was paramount. Good will from all parties involved was a key factor to the success of the project.

Hynet representatives thanked the Chairman and members for the opportunity to address the Council and promised to send more detailed plans and answers to outstanding enquiries as soon as possible.

The Chairman thanked David, James and Carys for their attendance.

#### **150/22 APOLOGIES FOR ABSENCE:**

Apologies for absence had been received and accepted for Councillors Gillian Brockley (away), Margaret Redfern (illness), Ralph Small, (personal) and Raphaëlle Soffe (medical).

#### **151/22 DECLARATIONS OF INTEREST:**

Councillors Helen Brown, Billy Cooper Martin Davey and Darren Sterry declared an interest in item 21, *permission to use the Gladstone Playing Fields for the Annual Hawarden Carnival*, and duly completed their Declaration of Interest forms.

### **152/22 MINUTES OF THE PREVIOUS MEETING:**

**IT WAS RESOLVED:** that the minutes of the previous hybrid meeting of the Council held on 9<sup>th</sup> January be approved as a correct record, save and except that: "*Councillor Doreen Mackie is Vice-Chairman of Finance at Shotton Town Council*" and not the Chairman as indicated.

### **153/22 MATTERS ARISING FROM THE MINUTES:**

There were none.

### **154/22 JOINT SERVICES COMMITTEE:**

That the minutes of the meeting of the Joint Services Committee held on 18<sup>th</sup> January 2023 be approved as a correct record.

### **155/22 INTERIM INTERNAL AUDIT REPORT:**

The Clerk and Financial Officer advised that the Interim Internal Audit report had been received with two issues. The first one related to the use of the Council's debit card for an amount of £610 where the Financial Regulations stipulate that the amount is limited to £500. However, the Council's Internal Financial Controls refer to an amount of £5,000 and that this was considered a typo in the recently updated Financial Regulations which required amendment. (*Council resolution 11/19, 13<sup>th</sup> May, 2019 refers*).

The second issue referred to a duplicate invoice that would require amendment and a refund issued to Shotton Town Council.

**IT WAS RESOLVED:** that the actions outlined above be endorsed.

### **156/22 CHAIRMAN'S REMARKS:**

The Chairman congratulated staff members and members of the Hawarden Events Committee who had recently successfully completed the Emergency First Aid at Work course on 27<sup>th</sup> January 2023.

**IT WAS RESOLVED:** to note the Chairman's update.

## **STAFFING AND GENERAL PURPOSES COMMITTEE:**

### **157/22 PERSONAL PROTECTIVE EQUIPMENT (PPE) FOR THE COUNCIL'S MAINTENANCE TEAM:**

The Clerk and Financial Officer had circulated a report for members information outlining the recent spend on PPE and the consideration of an "annual pack".

**IT WAS RESOLVED:** to continue to purchase PPE on an 'as and when required' basis, which proved to be more cost-effective.

### **158/22 PUBLIC COMMEMORATION IN WALES: GUIDANCE FOR PUBLIC BODIES:**

The Clerk and Financial Officer had informed members of the above consultation, the deadline for which was 21<sup>st</sup> February. A member commented that the guidance should be received as it established a clear framework for inclusive decision making for public commemorations.

**IT WAS RESOLVED:** that the Clerk and Financial Officer respond to the consultation in support of the proposals.

### **159/22 TECHNICAL ADVICE NOTE (TAN) 15 DEVELOPMENT, FLOODING AND COASTAL EROSION FURTHER AMENDMENTS:**

The Clerk and Financial Officer informed members of the above consultation, the deadline for which was 17<sup>th</sup> April, 2023. Following discussion, it was agreed that the comment about an "*increased element of flexibility*" which had been suggested in the draft revisions document should not be approved as is this could prove inconsistent.

**IT WAS RESOLVED:** that the Clerk and Financial Officer respond to the consultation in support of the proposals with the objection as outlined above.

## **160/22 STANDARDS COMMITTEE:**

The Monitoring Officer had circulated guidance to members about declaring interests and a letter following visits by Standards Committee members to Town and Community Council meetings. Of particular importance was the exemption in the Code of Conduct to Town and Community Councillors (*not County Councillors*) that they do not need to declare a prejudicial interest in community organisations requesting grants of less than £500.

**IT WAS RESOLVED:** to receive and note the contents of the letter and guidance.

## **161/22 POLICE MATTERS:**

Members reported the following issues:

- Ongoing incidents of anti-social behaviour in Mancot. PCSO Gareth Lewis had been made aware of these incidents and would continue to provide additional patrols of the area.
- Children riding bikes with no lights and photographing cars in Mancot.
- Church window broken at Ewloe Green Presbyterian Church.
- Abandoned vehicle on Old Aston Hill which had subsequently been removed.
- Ongoing problem of inconsiderate parking on Old Aston Hill and transporters parked across the pavement; car repairs taking place on a blind bend; staff parking causing an obstruction and making it dangerous for moving traffic which had to drive in the middle of the road.

**IT WAS RESOLVED:** to note and report the information accordingly.

## **162/22 HIGHWAYS/STREETSCENE MATTERS:**

John Griffiths had submitted his apologies due to being on call that evening.

Members commented on the following issues:

- Path outside Hawarden High School appeared very narrow due to overgrowth and dirt.
- Potholes on Upper Aston Hall Lane, Tinkersdale, Hawarden Way, Ash Lane and B5125 from Broughton roundabout towards Hawarden and on Gladstone Playing Fields car park.
- Litter at Ewloe roundabout toward Northop Hall.

**IT WAS RESOLVED:** to note and report the incidents accordingly.

**163/22 LIGHTING FAULTS:**

There were none.

**IT WAS RESOLVED:** to note the update.

**164/22 MEMBERS INFORMATION ITEMS:**

A member advised that Theatr Clwyd would hold workshops for families during February half term. The organisation offered young people aged 10-17, their parents or carers, and members of the community an opportunity to participate in the workshop that would examine the consequences of criminal behaviour among young people.

**PLANNING COMMITTEE:**

**165/22 PLANNING APPLICATIONS AND DECISIONS:**

**IT WAS RESOLVED:**

(a) County Council Members:

It was noted 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.

61 Chairman's signature: \_\_\_\_\_

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.

### **COMMUNITY AND ENVIRONMENT COMMITTEE:**

#### **166/22: THE QUEEN'S GREEN CANOPY (QGC):**

The Clerk and Financial Officer said that the council had previously agreed to plant seven trees to commemorate each decade of the Late H.M. Queen Elizabeth II's reign. One tree would need to be planted at the location of the recently felled horse chestnut tree next to the Scout Hut and she asked members for confirmation of the location of the remaining six trees with an appropriate commemorative plaque.

A member suggested somewhere that would be integral to the community and to promote this on the council's website and social media platforms.

**IT WAS RESOLVED:** to note the update and suggest any locations to the Clerk and Financial Officer.

#### **167/22 TREE MANAGEMENT:**

The Clerk and Financial Officer reported that several trees within the Community Council's responsibility had recently required pruning and condition surveys carried out but that this work had not been budgeted for. She also sought confirmation that the advice of the Arboriculturist at Flintshire County Council be accepted on behalf of the Council.

**IT WAS RESOLVED:** to approve the use of the Council's contingency fund for tree works and to accept any advice received from the Arboriculturalist at the County Council.

**168/22 NEW COMMUNITY CENTRE AT EWLOE:**

The Clerk and Financial Officer expressed the need to re-establish the Task and Finish Group to oversee the project management of a new Community Centre in Ewloe. The "product" would need to be developed in order to seek external funding and progress this matter.

**IT WAS RESOLVED:** that the Clerk and Financial Officer arrange a Task and Finish Group.

**169/22 PERMISSION TO USE THE GLADSTONE PLAYING FIELDS FOR THE ANNUAL HAWARDEN CARNIVAL:**

**IT WAS RESOLVED:** to approve the use of Gladstone Playing Fields for the annual Hawarden Carnival on 8<sup>th</sup> July 2023.

**FINANCE COMMITTEE:**

**170/22 ACCOUNTS FOR PAYMENT:**

**IT WAS RESOLVED:** that the updated list of payments in the sum of £36,031.43 for February, be approved.

**171/22 CLERK AND FINANCIAL OFFICER'S REPORT:**

The Clerk and Financial Officer reported on the following items:

- i) The costs to the council for the Joint Maintenance Agreement for February had been £15,384.25.
- ii) Approval had been requested to set up a direct debit for the maintenance of the Council's CCTV from IData subject to the council's Standing Orders.

- iii) Approval had been requested for the virement of Councillor Sam Swash's mandatory member allowance of £150 to the Willow Park Residents Association.
- iv) Approval had been sought for the annual sponsorship of the Rotary Youth Leadership Award (RYLA) of £350 which had been budgeted for.

**IT WAS RESOLVED:** to note and approve the above.

**172/22 BANK RECONCILIATION:**

**IT WAS RESOLVED:** that the bank reconciliation for the period ending 31<sup>st</sup> December, be approved and the bank reconciliation for the period ending 31<sup>st</sup> January, be emailed to members.



Hawarden Community Council  
 Planning Committee  
 13 February 2023

**Planning Applications DECISIONS TO FCC:**

No.	Planning Application Number & Date	Proposal	Address	CASE OFFICER

1.	FUL/000757/22 Ward: Hawarden Ewloe	Proposed new Porch	Pantille Lane, Off Paradise La Hawarden	No objection
2.	FUL/000753/22 Ward: Hawarden	Proposed Utility room and conservatory	14, Vale Avenue, Hawarden	No objection
3.	FUL/000738/22 Ward: Hawarden Ewloe	Siting of a Bespoke Commercial Container to provide floor space for a Local Hairdressers	Standwell House, Holywell Road, Ewloe,	Does this application clash with 063748?
4.	FUL/000752/22 Ward: Hawarden	Proposed side and rear extensions, internal alterations and new roof structure	Melwood House, Old Aston Hill, Ewloe	No objection
5.	FUL/000745/22 Ward: Hawarden Ewloe	Demolish existing shed and rear extension to the garage	3 Maes Pinwydd Ewloe	No objection
6.	FUL/000013/23 Ward: Hawarden Mancot	Rear single storey extension	38, Park Avenue, Hawarden	No objection
7.	FUL/000802/22 Ward: Hawarden	Variation of condition 2 for application 063717 (Part 2 storey and single storey rear extension)	132, The Highway, Hawarden	Noted

8.	FUL/000027/23 Ward: Hawarden Ewloe	Garage conversion. Flat roof over garage to be replaced with hipped roof. Garage door to be replaced with masonry wall with window.	2 Greenville Avenue Ewloe	No objection
9.	FUL/000072/23 Ward: Hawarden Ewloe	Erection of 5 no Holiday Pods	Land at Mold Road, Ewloe Green, Ewloe	Decision deferred until documents available

Accounts for Payment				
Feb-23				
Ref:	Method	Item	Cost	Net Cost
H/22/337	DD	BES - Electricity Nov-Jan	£438.76	£419.52
H/22/338	DD	BES - Gas - January	£102.00	£102.00
H/22/339	DD	Onecom - January	£105.65	£88.04
H/22/340	DD	Dwr Cymru - January	£24.18	£24.18
H/22/341	1022(FG)	Jackson Car Dismantlers - parts CX 13 PZH	£10.00	£10.00
H/22/342	1022(FG)	DVLA - car tax YK 19 KKL	£290.00	£290.00
H/22/343	1022(FG)	Euro Car Parts - part cherry picker CX 13 PZH	£29.48	£24.57
H/22/344	DD	Air Liquide - cylinder rental	£17.76	£14.80
H/22/345	BACS	Microshade - January	£106.20	£88.50
H/22/346	BACS	H W Oultram - fuel December	£358.51	£298.76
H/22/347	BACS	Viking - stationary	£103.28	£86.07
H/22/348	BACS	Rialtas - annual subscription	£141.61	£118.01
H/22/349	BACS	TSJ Services - MOT YK 19 KKL	£45.00	£45.00
H/22/350	BACS	Trebor Jones & sons - tractor parts	£64.34	£53.62
H/22/351	BACS	SLCC - conference 1-2 Feb - S.J.	£375.00	£312.50
H/22/352	BACS	Major Equipment - mower parts	£87.10	£72.58
H/22/353	BACS	Tofco - F72 fused units x 30	£514.20	£428.50
H/22/354	BACS	Griffiths Hire - nifty lift Shotton xmas trees (TBR)	£320.88	£267.40
H/22/355	BACS	I Data - support January	* £46.20	£38.50
H/22/356	BACS	A & L Parry - depot stove repair	£288.00	£240.00
H/22/357	BACS	Chester Chain - platform/harness check	£144.00	£120.00
H/22/358	DD	Air Liquide - oxygen	£38.57	£32.14
H/22/359	DD	Scottish Power - depot/pavilion January	£102.00	£85.83
H/22/360	DD	EE - mobiles January	£59.80	£49.83
H/22/361	1022(FG)	Quicko - parts cherry picker service CX 13 PZH	£2.77	£2.31
H/22/362	1022(FG)	Clwyd Welding Services - cherry picker service	£8.34	£6.95
H/22/363	1022(FG)	Euro Car Parts - cherry picker service	£16.99	£14.16
H/22/364	1022(FG)	Thornccliffe - acro prop - concrete wall GPF	£7.20	£6.00
H/22/365	1022(FG)	Charlies - paint/brushes/white spirit	£35.79	£29.84
H/22/366	BACS	H W Oultram - fuel January	£541.90	£451.58
H/22/367	BACS	Done & Dusted - January	£30.00	£30.00
H/22/368	1022(FG)	Charlies - varnish benches	£19.99	£16.66
H/22/369	DD	SSE - unmetered supplies - December	£3,348.64	£2,812.82
H/22/371	BACS	William Hall - rental playing fields Vickers Close	£25.00	£25.00
H/22/372	BACS	HMRC - salaries February	£5,069.10	£5,069.10
H/22/373	BACS	Clwyd Pension Fund - salaries February	£5,118.02	£5,118.02
H/22/374	BACS	J D H Business Services - internal audit 2022/23	£456.00	£380.00
H/22/375	BACS	Microshade - February	£106.20	£88.50
H/22/376	BACS	Lloyds Bank - salaries February	£13,195.46	£13,195.46

H/22/377	1022(FG)	Evengreener - 2 x water butts allotments	£119.98	£89.98
H/22/378	1022(FG)	Tool Station - electronic handwasher - STC	£71.18	£59.32
H/22/379	BACS	Snapfast - 30xLED lanterns+photocells	£4,032.00	£3,360.00
H/22/380	1030(FG)	Ewloe PO - Agendas February	£14.35	£14.35
			£36,031.43	£34,080.40

TOTAL:

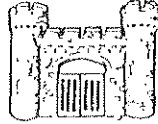
Chair of Finance:

Chair of Council:

*[Signature]*  
*[Signature]*  
 Janet Atkinson

\* Cancelled - DD Payment 28-2-23

ITEM 7



**HAWARDEN COMMUNITY COUNCIL  
CYNGOR CYMUNED PENARLAG**

PROFORMA FOR COUNCILLORS TO ADD ITEMS TO THE AGENDA

Name of Councillor(s)	Richard Taylor
Title of Report	A reconsideration of the unethical vote for Vice Chair in May 2022, where HCC policy was deliberately breached by a majority of Cllrs.
Purpose of Report	The HCC must be seen to be acting honestly and openly and with integrity, and must be seen to be accountable.
Background to this request	<p>The VC vote in the 2022 meeting was the antithesis of honesty, openness and integrity: The newly voted in Chair's 1<sup>st</sup> act was to propose breaking an HCC policy; despite being warned by several Cllrs and the Clerk that the proposed vote would be breaching HCC policy, the Chair's proposal was voted in by a majority of Cllrs. [see the minutes of the meeting of May 2022 – 03/22 Appointment of Vice Chair]</p> <p><i>The Procedure of Electing Chair of the Council</i> is attached to this report.</p> <p>No reasoning given for breaching policy, no discussion – members of the public attending virtually saw a predetermined vote, a petty political ambush.</p>
Financial Implications	None.
Environmental Implications	None.
Decision sought by Council	For the HCC to follow its own policies, to obey its own rules. Specifically for this proposal the decision sought is: For the VC position to be vacated, for the HCC to vote ethically, according to official policy on the VC position.

Advantages of this proposal	<p>The advantages of following the rules are evident: “Without laws (rules/policies), civilization cannot exist... Civilized people believe that laws are created in order to benefit the whole, while criminals choose to go against the written law (rules/policies) in order to benefit their own desires.”</p> <p>If a Council cannot follow its own rules, how can it be trusted?</p>
Disadvantages of this proposal	None
Equality implications	<p>As stated in the breached HCC policy: <i>“The [policy is intended to] ensure a fairer system of electing the Chair and Vice Chair based on service and would remove consideration of party allegiances and personal differences”</i>.</p>
Climate Change/Biodiversity impact	None



Item 10

# Hawarden Community Council Vexatious Communications Policy

## 1. INTRODUCTION:

- 1.1 This policy addresses issues arising from abusive, persistent or vexatious communications, complaints and complainants and identifies situations where a complainant, either individually or as part of a group, or a group of complainants, might be considered to be habitual or vexatious. The policy intends to assist in identifying and managing persons who seek to be disruptive to the Council through pursuing an unreasonable course of conduct. This policy applies to all complainants including members of the Council and members of public.
- 1.2 Habitual or vexatious complaints or communications create a notable problem for the Clerk to the Council and members. The difficulty in handling such complainants or communications is that they are time consuming and wasteful of resources in terms of the Clerk's and members' time. While the Council endeavours to respond with patience and sympathy to the needs of all complainants there are times when there is nothing further which can reasonably be done to assist or to rectify a real or perceived problem.
- 1.3 Raising of legitimate queries or criticisms, for example if agreed timescales are not met, should not in itself lead to someone being regarded as a vexatious or an unreasonably persistent complainant.
- 1.4 The aim of this policy is to contribute to the overall approach of dealing with all complainants in ways which are demonstrably consistent, fair and reasonable.

## 2. HABITUAL OR VEXATIOUS COMPLAINANTS:

- 2.1 For the purpose of this policy habitual or vexatious complainants are identified as complainants who demonstrate the repeated and/or obsessive pursuit of:

- unreasonable complaints and/or unrealistic outcomes; and/or
- reasonable complaints in an unreasonable manner.

2.2 Prior to considering its implementation the Council will send a summary of this policy to the complainant to give them prior notification of its possible implementation.

2.3 Where complaints continue and have been identified as habitual or vexatious, the Council will seek agreement to treat the complainant as a habitual or vexatious complainant for the appropriate course of action to be taken.

2.4 The Clerk and/or the Chair on behalf of the Council will notify complainants, in writing, of the reasons why their complaint has been treated as habitual or vexatious and the action that will be taken.

2.5 The status of the complainant will be kept under review. If a complainant subsequently demonstrates a more reasonable approach, then their status will be reviewed.

### 3. DEFINITIONS:

3.1 Unreasonably persistent and vexatious complainants are defined as those complainants who, because of the frequency or nature of their contacts with the Council, hinder the Council's consideration of their or other people's complaints or communications or the effective operation of the Council. The description 'unreasonably persistent' and 'vexatious' may apply separately or jointly to a particular complainant.

3.2 Examples include the way in which, or frequency with which, complainants raise their complaints with the Clerk or members or how complainants respond when informed of the Council's decision about the complaint.

3.3 Features of an unreasonably persistent and/or vexatious complainant include the following (the list is not exhaustive, nor does one single feature on its own necessarily imply that the person will be considered as being in this category):

3.4 An unreasonably persistent and/or vexatious complainant may:



- have insufficient or no grounds for their complaint and be making the complaint only to annoy (or for reasons that he or she does not admit or make obvious)
- refuse to specify the grounds of a complaint despite offers of assistance.
- refuse to co-operate with the complaints investigation process while still wishing their complaint to be resolved.
- refuse to accept that issues are not within the remit of the complaints policy and procedure despite having been provided with information about the scope of the policy and procedure.
- refuse to accept that issues are not within the power of the Council to investigate, change or influence
- insist on the complaint being dealt with in ways which are incompatible with the complaints procedure or with good practice (e.g. insisting that there must not be any written record of the complaint)
- make what appear to be groundless complaints about the Clerk or members dealing with the complaints, and seek to have them dismissed or replaced
- make an unreasonable number of contacts with the Council, by any means in relation to a specific complaint or complaints
- make persistent and unreasonable demands or expectations of the Clerk or members and/or the complaints process after the unreasonableness has been explained to the complainant (an example of this could be a complainant who insists on immediate responses to questions, frequent and/or complex letters, faxes telephone calls or e mails)
- harass or verbally abuse or otherwise seek to intimidate the Clerk and/or members dealing with their complaint, in relation to their complaint by use of foul or inappropriate language or by the use of offensive and racist language or publish their complaints in other forms of media
- raise subsidiary or new issues whilst a complaint is being addressed that were not part of the complaint at the start of the complaint process
- introduce trivial or irrelevant new information whilst the complaint is being investigated and expect this to be considered and commented on
- change the substance or basis of the complaint without reasonable justification whilst the complaint is being addressed
- deny statements he or she made at an earlier stage in the complaint process
- are known to have electronically recorded meetings and conversations without the prior knowledge and consent of the other person(s) involved.
- adopts a 'scattergun' approach, for instance, pursuing a complaint or complaints not only with the Council, but at the same time with, for example, a Member of Parliament, other Councils, elected Councillors of this and other Councils, the Council's Independent Auditor, the Standards Board, the Police, other public bodies or solicitors

- Refuse to accept the outcome of the complaint process after its conclusion, repeatedly arguing the point, complaining about the outcome, and/or denying that an adequate response has been given
- make the same complaint repeatedly, perhaps with minor differences, after the complaints procedure has been concluded and insist that the minor differences make these 'new' complaints which should be put through the full complaints procedure
- persistently approach the Council through different routes or other persons about the same issue
- persist in seeking an outcome which Council has explained is unrealistic for legal or policy (or other valid) reasons
- refuse to accept documented evidence as factual.
- complain about or challenge an issue based on an historic and/or an irreversible decision or incident
- combine some or all of these features.

#### 4. IMPOSING RESTRICTIONS:

- 4.1 The Council will ensure that the complaint is being, or has been, investigated properly according to the adopted complaints procedure.
- 4.2 In the first instance the Clerk will consult with the Chair of the Council prior to issuing a warning to the complainant. The Clerk or the Chair of the Council will contact the complainant in writing, or by e-mail, to explain why this behaviour is causing concern and ask them to change this behaviour and outline the actions that the Council may take if they do not comply.
- 4.3 If the disruptive behaviour continues, the Clerk or the Chair of the Council will issue a written reminder to the complainant advising them that the way in which they will be allowed to contact the Council in future will be restricted. The Clerk and the Chair of the Council will inform the complainant in writing of what procedures have been put in place and for what period.
- 4.4 Any restriction that is imposed on the complainant's contact with the Council will be appropriate and proportionate and the complainant will be advised of the period of time over which that the restriction will be in place. Restrictions may apply on either a short term, long term or permanent basis depending on the circumstances of the case.

4.5 Restrictions will be tailored to deal with the individual circumstances of the complainant and may include:

- banning the complainant from making contact by telephone except through a third party e.g., a solicitor, a Councillor or a friend acting on their behalf
- banning the complainant from sending emails to individual members and/or the Clerk and insisting they only correspond by postal letter
- requiring contact to take place with one named member of staff only.
- restricting telephone calls to specified days and/or times and/or duration.
- requiring any personal contact to take place in the presence of an appropriate witness.
- letting the complainant know that the Council will not reply to or acknowledge any further contact from them on the specific topic of that complaint.

4.6 When the decision has been taken to apply this policy to a complainant, the Clerk or the Chair of the Council will contact the complainant in writing enclosing a copy of this policy to explain:

- why the decision has been taken.
- what action has been taken.
- the duration of that action.

4.7 Where a complainant continues to behave in a way that is unacceptable, the Clerk, in consultation with the Chair of the Council and if necessary, the Monitoring Officer may decide to refuse all contact with the complainant and stop any investigation into his or her complaint.

4.8 Where the behaviour is so extreme or it threatens the immediate safety and welfare of the Clerk or members, other options will be considered, such as reporting of the matter to the Monitoring Officer, the Public Services Ombudsman, the police or taking legal action. In such cases, the complainant may not be given prior warning of that action.

## 5. NEW COMPLAINTS FROM COMPLAINANTS WHO ARE TREATED AS ABUSIVE VEXATIOUS OR PERSISTENT:

5.1 New complaints from people who have come under this policy will be treated on their merits. The Clerk, the Chair of the Council will decide whether any restrictions that have been applied before are still appropriate and necessary in relation to the new complaint. A blanket policy is not supported, nor ignoring genuine service requests or complaints where they are founded.

5.2 The fact that a complainant is judged to be unreasonably persistent or vexatious, and any restrictions imposed on Council's contact with him or her, will be recorded and notified to those who need to know within the Council.

## 6. REVIEW:

6.1 The status of a complainant judged to be unreasonably persistent or vexatious will be reviewed periodically by the Clerk and the Chair of the Council at least every 6 months or such shorter period for which the policy applies.

6.2 The complainant will be informed of the result of this review if the decision to apply this policy has been changed or extended.

## 7. RECORD KEEPING:

7.1 The Clerk will retain adequate records of the details of the case and the action that has been taken. Records will be kept of:

- the name and address of each member of the Council or member of the public who is treated as abusive, vexatious or persistent, or any other person who so aids the complainant.
- when the restrictions came into force and ends
- what the restrictions are
- when the person and Council were advised.

7.2 The Council will be provided with a regular report giving information about members of the Council or members of the public who have been treated as vexatious/persistent in accordance with this policy.

Hawarden Community Council  
 Planning Committee  
 13 March 2023

ITEM 16  
 (ii)

Planning Applications for consideration:

No.	Planning Application Number & Date	Proposal	Address	CASE OFFICER
1.	FUL/000122/23 Ward: Hawarden Ewloe	A single storey rear extension to create a new Utility	19 , Marlborough Avenue, Hawarden	J Roberts
2.	FUL/000150/23 Ward: Hawarden Mancot	Proposed New Porch, Garage conversion into Games Room/Snug & Rear Decked area (Including Hottub & BBQ Area)	7, Springfield, Hawarden	S Connah
3.	FUL/000163/23 Ward: Hawarden Mancot	Proposed Single Storey Rear Extension	87, The Highway, Hawarden	S Connah
4.	DET/000131/23 Ward: Hawarden Aston	Application for the approval of details reserved by conditions 8 (Noise Management Plan) and 9 (Arrangement of Transportation of customer's Dogs) attached to planning permission ref FUL/000387/22	Castle Hill Stables, Stamford Way, Ewloe	J Perkins

Item 16  
 (iv)

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

Planning Application Number	Proposal	Address	Decision
NMA/000151/23 Ward: Hawarden Ewloe	Non-Material Amendment to Planning Ref. 059106 (Demolition of outbuildings and erection of two storey building to be used as storage and office)	Rose Villa, Green Lane, Ewloe Green	Approved Delegated Officer 23.02.23
FUL/000752/22 Ward: Hawarden Aston	Proposed side and rear extensions, internal alterations and new roof structure	Melwood House, Old Aston Hill, Ewloe	Approved Delegated Officer 20.02.23
FUL/000745/22 Ward: Hawarden Ewloe	Demolish existing shed and rear extension to the garage.	3 Maes Pinwydd Ewloe	Approved Delegated Officer 15.02.23
FUL/000013/23 Ward: Hawarden Mancot	Rear single storey extension	38, Park Avenue, Hawarden	Approved Delegated Officer 22.02.23
NMA/000005/23 Ward: Hawarden Ewloe	Non-Material Amendment application for planning permission 048083	Land South of The Larches, Hawarden	Approved Delegated Officer 16.02.23
FUL/000738/22 Ward: Hawarden Ewloe	Siting of a Bespoke Commercial Container to provide floor space for a Local Hairdressers	Standwell House, Holywell Road, Ewloe	Approved Delegated Officer 16.02.23
FUL/000753/22 Ward: Hawarden Ewloe	Proposed Utility room and conservatory	14, Vale Avenue, Hawarden	Approved Delegated Officer 23.02.23
FUL/000757/22 Ward: Hawarden Ewloe	Proposed new porch	1 Pantille Lane, Off Paradise La Hawarden	Approved Delegated Officer 23.02.23
FUL/000655/22 Ward: Hawarden Aston	To Regularise and Retain the Erection of a Detached Garage to the South of the Stables and other Existing External/Internal Alterations to the Listed Stables, the installation of a new window in the South Stable Elevation	Castle Hill Stables, Stamford Way, Ewloe	Approved Delegated Officer 23.02.23

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

	and northwest elevation and the construction of a linking Structure between the main former Stable Building and the Annex to the West.		
FUL/000606/22 Ward: Hawarden Ewloe	Rear 1st floor extension	17, Shakespeare Avenue, Ewloe	Approved Delegated Officer 16.02.23
FUL/000602/22 Ward: Hawarden Ewloe	Single storey rear Dining Room extension	7, Sycamore Close, Hawarden	Approved Delegated Officer 16.02.23
LBC/000656/22 Ward: Hawarden Ewloe	Listed Building Application to Regularise and Retain the Erection of a Detached Garage to the South of the Stables and other Existing External/Internal Alterations to the Listed Stables, the installation of a new window in the South Stable Elevation and north west elevation and the construction of a linking Structure between the main former Stable Building and the Annex to the West.	Castle Hill Stables, Stamford Way, Ewloe	Approved Delegated Officer 16.02.23



ITEM 19

**Environment (Wales) Act 2016  
Part 1 – Section 6**

**The Biodiversity and Resilience of Ecosystems Duty**

**Report: January 2022**

**HAWARDEN COMMUNITY COUNCIL – MARCH 2023**

**Introduction and Context:**

Hawarden Community Council is the second largest Community/Town Council in Flintshire, based on the number of properties. The Community Council covers the four electoral wards of Hawarden Aston, Hawarden Ewloe and Hawarden Mancot and has a population of approximately 14,500 (*source: UK Office for National Statistics*). The 2023-24 precept is £302,896.

Hawarden Community Council has a Service Level Agreement with Broughton and Bretton Community Council and Shotton Town Council for administrative and maintenance purposes. Across the three councils, the team are responsible for the administrative and financial services, maintenance of 1,100 street light columns, 13 play areas and additional open spaces together with community buildings and car parks.

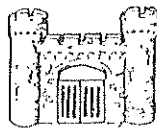
Full details of what the Council's main duties and responsibilities can be found in its Annual Report 2020-21 via the following link:

[http://www.hawardencommunitycouncil.gov.uk/Finance\\_and\\_Accounts\\_40704.asp](http://www.hawardencommunitycouncil.gov.uk/Finance_and_Accounts_40704.asp)  
[X](#)

In summary:

- The Council office is situated at The Lodge on the Gladstone Playing fields which also comprises a council depot and woodland area, pavilion building, tennis courts, football fields, skate park, play area and the Gladstone Bowling Green and clubhouse, which is managed by a separate Bowling Club Management Committee. The area comprises a Scout Head Quarters managed separately.
- The area consists of mainly mixed density residential property and has some open spaces included within them, mature trees and a woodland area and grass verges together with a number of retail outlets, a high street and business parks.





- There are four primary/junior schools within the Community and one Secondary school.
- The community contains Hawarden Castle Park, Hawarden Castle occupied by the Gladstone family together with St. Deiniol's Library.
- There are four community centres.
- The Council is also responsible for litter collection, maintenance of planters, small spaces and Woodland areas, a large community allotment site, installation of festive lighting and is the custodian of the Hawarden War Memorial which is a Grade I listed building and the House of Correction.
- There is also a connection with the Wepre Country Park as it borders onto the Ewloe community.

**Action Report:**

This next section will outline how the Community Council can assist bio-diversity (through functions with regard to land management, grant funding and education opportunities etc).

Hawarden Community Council 'is' subject to the Well-being of Future Generations Act in relation to public service delivery.

Attached as an Appendix is the Friends of the Earth guide "**20 actions a local community or town council can take on the climate and nature emergency**".

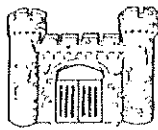
Principle:	Action:	Monitored by:
Embed biodiversity into decision making and procurement	<ul style="list-style-type: none"> <li>• A number of commitments to biodiversity and climate change have been reflected in the Council's 2022 Annual Plan.</li> <li>• The Council will take biodiversity into consideration when considering planning applications and other associated matters, such as footpath diversion orders.</li> <li>• An "Environmental Impact" and "Climate change/biodiversity impact" section has been added to the standard report template for the council.</li> </ul>	<p>Commitments made in documents.</p> <p>Planning Application responses.</p> <p>Council and Committee Reports</p>



<p>Raise awareness of biodiversity and its importance</p>	<ul style="list-style-type: none"> <li>• Encourage local schools to produce an annual “Eco Quiz”. This encourages knowledge and awareness of environmental and sustainability matters amongst local children.</li> <li>• When promoting grants, include and encourage organisations to add some element of biodiversity, where appropriate</li> <li>• Encourage the community to volunteer in the context of nature/open spaces</li> <li>• Post details of actions we are promoting/have taken on social media platforms</li> </ul>	<p>Feedback through council members (as Governors) and residents. Numbers of people taking part.</p> <p>Grant Application Conditions and decision-making process.</p> <p>Aston play area flower beds and Aston and Mancot Wildlife areas (<i>provided by Keep Wales Tidy scheme</i>)</p>
<p>Safeguard principal species and habitats</p>	<ul style="list-style-type: none"> <li>• Contribution to the management of protected sites and species including local wildlife sites/sites of importance for nature conservation</li> <li>• Careful use of pesticides and herbicides</li> <li>• Retention and reinstatement of “bat boxes” in Gladstone woodland area</li> <li>• Grass around trees is left longer</li> <li>• <i>Encourage volunteers to gather grass cuttings into piles to encourage insects/animals (soil health)</i></li> </ul>	<p>Records of any sites or species safeguarded</p> <p>Annual risk assessment data/limited use</p>
<p>Restore and create habitats and resilient ecological networks</p>	<ul style="list-style-type: none"> <li>• Encourage native pollinator friendly flowers on open spaces and allotments (where appropriate) Aston roundabout</li> <li>• Work in partnership with Flintshire County Council’s Biodiversity Officers</li> </ul>	<p>Records of sites Allotment records Data collection</p> <p>Meetings and consultation responses</p>



	<ul style="list-style-type: none"> <li>• Support local community woodland at allotment site (tree and shrub planting)</li> <li>• Recent tree planting and monitoring to increase tree canopy</li> <li>• House of Correction (protected access due to bats)</li> <li>• Apiary at allotment site</li> </ul>	Queen's Trees in 2023
Use improve and share evidence	<ul style="list-style-type: none"> <li>• Working with Biodiversity Officer at Flintshire County Council</li> </ul>	Data collection Expert advice
Support capacity and/or other organisations	<ul style="list-style-type: none"> <li>• Work in close contact with Flintshire County Council's (FCC) Arboricultural Officer in supporting TPOs and ensuring council-maintained trees are documented and inspected regularly (three-year plan)</li> <li>• Increase in tree canopy (in conjunction with FCC); recent planting taken place</li> <li>• Require any organisation receiving a grant from us to demonstrate, where appropriate, how this will contribute to supporting biodiversity as part of their project</li> </ul>	<p>Outcome of planning</p> <p>HCC Tree register/policy and inspection regime</p> <p>Maintenance Team visual inspections and recommendations for actions</p> <p>Grant application receipt of finance letter and confirmation</p>
<b>Review of s6 Duty</b>		
<b>What has worked well?</b>		
<p>The creation of wildflower and plant areas, bat/bird boxes and tree planting has been successful across the community as it can enhance biodiversity and generate cost savings with reduced costs for mowing.</p>		



### **What have the barriers been?**

The Council can only recommend and encourage residents and land owners in the community to embrace biodiversity.

### **What will you change?**

Working more closely with the County Council's biodiversity team and seek advice wherever necessary.

The maintenance team will continue to review open spaces, trees and wildflower spaces and continue to amend its mowing regime to encourage biodiversity where appropriate.

Promote biodiversity more proactively on the Council's website and other social media platforms.

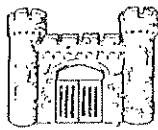
### **How and when will the s6 duty be monitored and the s6 plan reviewed?**

The duty will be monitored by the Council Members and the Clerk and Financial Officer reporting back to Council through periodic updates.

The s6 plan will be developed and reviewed in response to such reporting. Subject to Council approval this plan will be reviewed on an annual basis and reviewed every three years *(to comply with the duty of subsection (1) of the Biodiversity and Resilience of Ecosystems Duty; Environment (Wales) Act 2016)*.

### **RECOMMENDATIONS:**

- (i) The council is asked to consider and approve the contents of this report;**
- (ii) Contribute any ideas or information to add to/encourage to the wider climate and biodiversity action that it can take;**
- (iii) Consider the appointment of a Climate Change/Biodiversity Champion; and**
- (iv) Declare a Climate and Nature Emergency for the community of Hawarden.**



## **SUMMARY AND GLOSSARY OF TERMS**

### **BIODIVERSITY “OUR LIFE SUPPORT SYSTEM”**

There are three components to biodiversity that contribute to our “biosphere”:

**Atmosphere:** plants absorb carbon dioxide (the main climate-altering gas) and produce oxygen instead.

**Soil health:** dead leaves and plants add nutrients to the soil. Insects and animals burrow, helping the soil to breathe.

**Water cycle (hydrological cycle):** trees and other plants slow the flow of rainwater to rivers, acting as a natural flood control.

### **Wales’ Well-being Goals: (there are seven, but number two states....)**

A resilient Wales “A nation which **maintains and enhances a biodiverse natural environment with health functioning ecosystems** that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change).

### **What are Ecosystem Services?**

- Evidence tells us that ecosystems that are resilient are better able to deliver these services.
- Resilient ecosystems are diverse, connected, large enough and in good condition to be able to adapt to disturbance.

### **Examples include:**

Carbon storage and sequestration

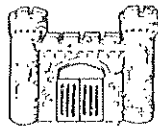
Soil quality and erosion control

Biodiversity

Coastal protection

Water quality

Flood regulation



Irrigation

Pollination Pest control

Scenic beauty

Fisheries

Climate regulation

Aquaculture

In addition to the actions outlined above specifically targeted at the biodiversity and resilience of ecosystems duty, the Community Council is working towards wider targets for Climate Change including:

Provision of Water meters

LED replacements on street lighting

LED Christmas lighting

Recycling receptacles, particularly at Gladstone Playing Fields

Paperless office (subject to legislation changes)

Local Electricity Bill commitments (local energy to local people)

Solar panels on Council buildings

Redevelopment of Community Orchard at Allotment site

*Sharron Jones*

Sharron Jones

Clerk and Financial Officer

*Ralph Small*

Councillor Ralph Small

Chairman of the Council



## APPENDIX

### 20 actions parish and town councils can take on the climate and nature emergency

*Friends of the Earth, Mike Childs, 24 June 2021*

Parish and town councils may not be as powerful as local authorities but they can be a force for change in addressing the climate and nature emergency.

*[This guide complements Friends of the Earth's template Local Climate Action Plan.]*

Action at the local level is essential to meeting the UK's legally binding climate target to reach *Net Zero by 2050*. More than half of the emissions cuts needed rely on people and businesses taking up low-carbon solutions – decisions that are made at a local and individual level.

In this guide we identify actions that parish and town councils can take on climate change and nature. Its purpose is to support those of the 10,000 local councils across England and 750 community councils in Wales who want to do their bit in addressing the climate and nature emergency.

The blue text indicates how the Community Council can contribute or is contributing.

## Be a force for good

### 1. Encourage the formation of Climate Action groups

Communities across the country are coming together to take climate action in response to the climate and nature emergency. Climate Action groups will encourage and support you to take local political action, build positive community solutions, and join together to demand national action. Parish,



town and community councils should encourage and support the formation of these groups. Friends of the Earth will provide resources, training and advice to Climate Action groups (see [takeclimateaction.uk](https://takeclimateaction.uk)).

<https://groups.friendsoftheearth.uk/near-you/local-authority/flintshire?postcode=ch53dn#energy>

This link shows the current position in Flintshire in relation to the following Energy, Homes, Transport, Nature and Health.

## **2. Support Local Plan policies that help to tackle climate change and boost nature**

Use your role as a consultee to the local planning authority to seek strong policies in the Local Plan requiring the highest possible standards of energy efficiency for new housing and other buildings. Sites allocated for new housing should also be accessible by walking, cycling and public transport and avoid loss of local nature sites and green spaces.

[During the planning consultation process.](#)

## **3. Promote practical action by local people**

People can often be at a loss about what they can practically do to reduce their own carbon footprint or support nature. An impartial local guide that provides information on accredited local businesses can be invaluable and help keep money in the local economy. The guide could include information on local accredited energy assessors and renewable energy installers for solar panels, batteries, EV charging points and heat pumps, eco-friendly retailers, green builders and landscape companies, etc. It can also encourage sustainable transport options.

[Templates to be added to Website, Facebook and social media platforms.](#)

## **4. Bring together groups of people for bulk purchases**

The costs of installing solar PV, or other renewable technologies such as heat pumps, should be much lower if done in bulk, street by street, or area by area. A town or parish council can bring together local homeowners and businesses to develop such a scheme – it's a widely used model in the Netherlands and places such as Suffolk and Frome in the UK. Bulk purchases of energy audits or energy insulation is also possible. Transition Streets is an example of this approach.

[Information to be added to Website, Facebook and social media platforms.](#)  
[Three councils in Service Level Agreement can work together.](#)





## **5. Develop and promote**

### **lift-sharing scheme**

By convening local businesses and car-sharing schemes, such as the social enterprise Liftshare, it's possible to help local people reduce the carbon pollution from car use, save money and foster new friendships. An analysis by Liftshare suggested that 92% of people commuting to work in over 200 locations lived close enough to be able to share a car to work. Lift-sharing may often be a solution for people when public transport, cycling or walking to work isn't. Car-sharing schemes for non-commuting journeys should also be promoted.

[Promotion and information on Website, Facebook and social media platforms.](#)

## **6. Use your voice**

Decisions on infrastructure projects are largely made by local authorities, Local Economic Partnerships, or by national government. But too many of these decisions will increase carbon emissions and / or harm nature. Use your voice when possible to oppose high-carbon developments, promoting sustainable alternatives instead. Press local authorities and MPs to demand national changes to bus services regulations, so all areas can regulate buses as London does, and urban profit-making routes can cross-fund loss making rural routes.

[Already doing, Hynet project is a more recent example.](#)

## **Demonstrate leadership through your own practical actions**

### **7. Save energy**

Ensure any council buildings are as energy efficient as possible and any street lighting uses well-directed LED lighting. Getting an energy audit is the first step. Loans for projects in England that have a payback of less than five years are available through Salix funding. Projects with longer term paybacks should still be carried out.

[Councils are already in the middle of a full LED replacement programme. Solar panels could be considered on council buildings? Energy audit to be undertaken initially.](#)

### **8. Produce green energy**

Install renewable energy generation, like heat pumps and solar PV, at council buildings. Heat pumps benefit from a government grant that will partially cover the cost. Several energy companies provide a smart export tariff, which pays



for any electricity generated that isn't used by the building, including offering top prices if the solar PV is used in conjunction with a battery. Funds can also be raised through Salix loans or through crowdfunding. Buildings using renewable energy should also be used as a showcase to help local people see these technologies first-hand, particularly fewer familiar technologies such as heat pumps. An electronic display showing how much energy has been generated and how much money and CO2 emissions saved is one way of demonstrating the benefits.

Smart meter installed in office. Energy audit might highlight additional areas to be improved.

## 9. Reduce pesticide use and other harmful activities

It's possible to reduce activities that harm wildlife, from using peat-free compost to shunning pesticides and ensuring light pollution is controlled. Glastonbury Town Council has stopped using glyphosate weed killer and instead uses a hot foam system. These steps alone are not enough to protect and restore nature but they're an important first step. To encourage others, promote the actions you're taking, for example use signage on council-owned land where you use peat-free compost.

Maintenance team stopped using glyphosate approximately four years ago, pesticides are no longer used and the maintenance team use only herbicides.

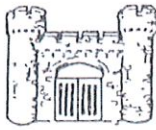
### Manage land for nature

Parish, town and community councils can have responsibility for allotments, bridleways, burial grounds, commons and open spaces, and village greens. All of these can be managed to enhance nature, particularly through changing mowing regimes. Friends of the Earth and Buglife have produced a guide to developing an action plan for helping pollinators such as bees. Buglife's B-lines project aims to support the development of a network of wildlife friendly corridors. Friends of the Earth is piloting a crowd-funded postcode gardener project to help people green the streets where they live.

Council owned allotment site has an apiary and rules and regulations about encouraging biodiversity.

## 10. Increase tree cover

Friends of the Earth is campaigning for the UK to double tree cover. The Forestry Commission and others have suggested that even urban areas should aim for at least 20% tree cover. Parish, town and community councils should aim to double tree cover and, if necessary, go beyond this to reach the 20% minimum. Much of this will involve encouraging and supporting landowners to take part in tree planting. The Tree Charter, developed by the Woodland Trust, provides excellent guidance on how to increase tree cover.



The National Association of Local Councils website provides case studies where it has been used.

Flintshire County Council did not identify any areas in the community of Hawarden where the tree canopy could be extended. The Community Council has recently agreed to install 7 additional trees as part of the late H.M. Queen Elizabeth's Tree Canopy scheme. (item elsewhere on this agenda).

### **11. Buy green**

Buying local can support the local economy and buying green can help protect the planet, rewarding businesses committed to a better future. Buying green electricity helps develop new renewable energy and ensures the council isn't supporting dirty energy financially. Friends of the Earth has identified Ecotricity and Good Energy as the greenest energy companies. Buying green can also extend to any food provided at events, including providing mainly plant-based food and less but better meat and dairy.

The Community Council can strive to do this where practical. The street lighting energy contract is currently tied in for a further two years.

### **12. Use green transport**

Employees and councillors should be encouraged to walk, cycle or use public transport or car-share. The council should provide bikes or electric bikes for staff as they carry out any work-related trips. It should also provide zero-interest loans for buying bikes. Where a car or van is needed it should be electric only.

The Community Council can promote this but needs to recognise individual needs of members of staff and councillors. It is not cost-effective for the Community Council to provide bikes but this could be looked into if council members wish? Electronic council vehicles has been considered during the purchase of rent fleet but the initial outlay is costly.

### **13. Minimise waste going to landfill or incineration**

In your own operations, ensure all your waste is recycled or composted, but also consider setting-up community recycling facilities for hard-to-recycle items when the local authority hasn't done so, for example in partnership with



Terracycle. Bisley Parish Council has set up a community composting scheme. The best approach for waste minimisation is reuse (e.g. reusable cups) or avoiding unnecessary purchases.

The Community Council has considered installing recycling receptacles on its grounds but the County Council would have to empty them. Non-domestic rates are paid so this should be achievable.

The Community Council can encourage community composting scheme at the allotments.

#### **14. Ensure money is invested wisely**

Across the UK, local authorities are investing tens of millions of pounds each into fossil fuel companies, despite having declared a climate emergency. Although town council investments will be tiny in comparison, the council should still ensure any council funds are invested safely in low-risk sustainable banks or investment funds.

The Clerk and Financial Officer can pursue this is members wish to?

### **Use your powers wisely**

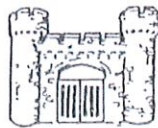
#### **15. Ensure you know the climate change or nature implications of decisions before you make them**

It isn't credible to accept the need for rapid action on climate change and nature and then make decisions without knowing whether they'll be harmful or helpful. Requiring every decision to be well informed is common sense as well as good practice. This should extend to demanding that the planning authority provides you with this kind of information when consulting you.

Revised community council report template, as listed on page 2 above.

#### **16. Designate sites within the Neighbourhood Plan for trees, renewable energy and nature restoration**

In practice, the development of 90% of Neighbourhood Plans (Place Plans in Wales) is led by town and parish councils working hand in hand with their communities. The Neighbourhood Planning (Place Plans) process is far from perfect and very time consuming, but it offers the community the opportunity



to show it means business  
environment for future generations.

on protecting and enhancing the

Place Plan not yet develop and the County Council had already identified that there were no areas to add to the tree canopy approximately three/four years ago within the community of Hawarden although there are localised areas.

**17. Use the Neighbourhood Plan to require new homes to be energy efficient, nature friendly, and located close to public transport and amenities.**

Given the climate and nature emergency, it's unfortunate that the government doesn't require all new homes to be as sustainable as possible.

Neighbourhood Plans (Place Plans) will identify sites for future housing and should push for these to be zero-carbon (eg Passivhaus standard) and nature friendly, even though the local planning authority may seek to override this aim. Homes should also be fitted with renewable energy. Homes need to be located close to amenities and public transport to avoid car dependency.

Place Plan not yet developed but the Community Council are consulted on planning developments/applications where this point can be made.

**18. Designate safe walking and cycle routes in the Neighbourhood Plan**

Identify safe walking and cycling routes and where necessary work in partnership with district and county councils to deliver them. The Propensity to Cycle tool identifies the huge potential for increasing cycling in all areas of the country, particularly with good quality infrastructure, such as segregated cycleways and cycle parking, and with the use of E-bikes.

Place Plan not yet developed.

**19. Use differential car-parking charges to support low-carbon vehicles**

Any car parks run by the council should offer low cost or free car-parking to electric vehicles and dedicated spaces with electric charging points.

Council owned car park is currently free for all vehicles. No electric charging points are currently available.

ITEM 21

Accounts for Payment			
Mar-23			
Ref:	Method	Item	Cost
H/22/381	DD	Onecom - Broadband & L/L - February	£106.00
H/22/382	DD	Air Liquide - cylinder rental	£17.76
H/22/383	DD	SSE - unmetered supplies - January	£2,943.81
H/22/384	1030(FG)	Dragon Steel Services - steel, 2 x benches	£138.00
H/22/385	0825(KG)	Trebork - plastic end caps - benches	£20.90
H/22/386	DD	BES - Electricity January/February	£221.94
H/22/387	BACS	DVLA - vehicle tax CX 13 PZH	£290.00
H/22/388	DD	EE - mobiles February	£59.80
H/22/389	BACS	Binn's Waste Removal - empty septic tank - depot	£350.00
H/22/390	DD	Dwr Cymru - 113 The Highway - February	£24.18
H/22/391	DD	Scottish Power - Pavilion/Depot - February	£102.00
H/22/392	BACS	Hawarden Jubilee Allotments - Annual insurance	£196.80
H/22/393	DD	ldata - CCTV support November/January	£83.35
H/22/394	BACS	Canda Copying - photocopier rental	£163.06
H/22/395	BACS	Canda Copying - photocopies	£133.18
H/22/396	BACS	Hags - springer handles x 4	£115.87
H/22/397	BACS	LITE - repair Xmas lights x 9	£1,381.20
H/22/398	BACS	Morgans of Deeside - apiary netting/hammerite	£129.60
H/22/399	BACS	Mancoed - tree survey T5 - Trueman's Hill	£600.00
H/22/400	BACS	Clwyd Welding Services - wire	£28.80
H/22/401	BACS	Clwyd Welding Services - button head caps	£39.80
H/22/402	BACS	TSJ Services - MOT CX 13 PZH - failure	£47.00
H/22/403	1030(FG)	Charlies - auto bulbs/paper rolls	£19.86
H/22/404	1030(FG)	Charlies - auto bulbs	£2.97
H/22/405	1030(FG)	Dobshill Service Station - oil for mowers	£95.00
H/22/406	BACS12	Lloyds Bank - salaries March	£13,195.66
H/22/407	BACS	Clwyd Pension Fund - salaries March	£5,118.02
H/22/408	BACS	HMRC - salaries March	£5,068.90
H/22/409	BACS	Sharron Jones - mileage, Leicester 8/9 February	£113.40
H/22/410	BACS	Done & Dusted - March	£30.00
H/22/411	DD	BES - Gas February	£92.00
H/22/412	BACS	Ian R. Jones - level ground at depot	£120.00
H/22/413	1038 (SGJ)	E-Bay protective gloves and mower parts	£38.16

H/22/414	BACS	Microshade - hosted service March	£106.20
H/22/415	BACS	Dwr Cymru - 113 The Highway - Sep - Feb	£278.07
H/22/416	BACS	Morgans of Deeside - paint and steel	£129.60
			£31,600.89

TOTAL:

Chair of Finance:

Chair of Council: