



SGJ/H.11.05.2026

6th May 2026

To: **ALL MEMBERS OF COUNCIL**

Dear Councillor,

YOU ARE HEREBY SUMMONED to attend the **HYBRID ANNUAL MEETING** of the **HAWARDEN COMMUNITY COUNCIL** to be held on **MONDAY 11th MAY 2026** at **6:30pm**. 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.

NOTE: *IMMEDIATELY following the council's Annual Meeting there will be a presentation evening to the Community Volunteers and Bursary Students, together with light refreshments.*

Yours sincerely

Ms Sharron G Jones
Clerk & Financial Officer
Cyfa'rhyfarchion *With Compliments*

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

SWYDDFEYDD Y CYNGOR
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HAWARDEN COMMUNITY COUNCIL

HYBRID ANNUAL MEETING

11th May 2026

A G E N D A

6.30 p.m.

1. APPOINTMENT OF CHAIRMAN 2026/2027:

- a) To appoint the Chairman of the Council for the Municipal Year 2026/27.
- b) To receive the Declaration of Acceptance of Office from the Chairman and to receive any remarks.

2. APPOINTMENT OF VICE-CHAIRMAN 2026/2027:

- a) To appoint the Vice-Chairman of the Council for the Municipal Year 2026/27.
- b) To receive the Declaration of Acceptance of Office from the Vice-Chairman and to receive any remarks.

3. APOLOGIES FOR ABSENCE:

4. DECLARATIONS OF INTEREST:

To receive any declarations of interests from Members.

5. RETIRING CHAIRMAN'S REMARKS:

To receive the retiring Chairman's remarks following his year in office.

6. MINUTES OF THE PREVIOUS MEETING:

To receive and approve the minutes of the previous meeting of the council held on 13th April 2026, copy attached.

7. MATTERS ARISING FROM THE MINUTES:

8. MEMBERS' CODE OF CONDUCT:

To confirm adherence to the Model Code of Conduct which can be accessed via this link:

http://www.hawardencommunitycouncil.gov.uk/_UserFiles/Files/Council/Policies%20and%20Procedures/Code%20of%20Conduct%202018.pdf

9. STANDING ORDERS:

To agree to abide by the Council's Standing Orders, copy attached.

10. EXPENDITURE POLICY AND FINANCIAL REGULATIONS:

- (i) To review and agree the Council's Expenditure Policy, copy attached.
- (ii) To review and agree the Council's Financial Regulations (FRs), copy attached.

11. SCHEME OF DELEGATION:

To re-adopt the council's scheme of delegation, copy attached.

12. CIVILITY AND RESPECT PLEDGE (WALES):

The Council have previously approved the National Civility and Respect Pledge and the Hawarden Standard (*copy attached*) in May 2020.

There is a new requirement for Wales, which is very much based on the national Civility and Respect Pledge, but attempts to ensure a similar concept of ensuring that C&R is a central part of the local government “culture” within Wales. A copy of the pledge and associated statements is attached.

Members are asked to support the statements and sign up the pledge.

13. GENERAL POWER OF COMPETENCE:

To resolve that the council continues to be a council with the General Power of Competence (GPoC) subject to the three qualifying criteria as outlined in the Local Government and Elections (Wales) Act 2021.

14. LOCAL RESOLUTION PROTOCOL:

To re-adopt, on an annual basis, the Local Resolution Protocol as advised by the Monitoring Officer at Flintshire County Council and subsequently supported by the Public Services Ombudsman for Wales, copy available at:

<http://www.hawardencommunitycouncil.gov.uk/ UserFiles /Files/Council/Policies%20and%20Procedures/HCC%20Local%20Resolution%20Protocol%202019%20Complaints %20Policy.pdf>

15. APPOINTMENT OF STANDING COMMITTEES:

To designate the standing committees of the Council for the municipal year 2026/27 as follows:

- a) Staffing and General Purposes, *including lighting*
- b) *Planning*
- c) Community and Environment, *including playing fields*
- d) Finance

The standing committees will follow the council meeting each month and continue to run as a "rolling agenda".

16. APPOINTMENT OF CHAIRMEN OF COMMITTEES:

To appoint the Chairman of each committee above for the Municipal Year 2026/27.

17. PERSONNEL SUB-COMMITTEE MEMBERSHIP:

The current membership of the Personnel Sub-Committee, comprising seven members is Councillors Joyce Angell, Janet Axworthy, Helen Brown, Dave Mackie, Ralph Small, Darren Sterry and Sam Swash.

Council is asked to continue with this arrangement or make alternative recommendations.

18. REPRESENTATION ON OUTSIDE BODIES:

To agree the Council's representation on Outside Bodies; the current list is as per the attached schedule.

19. APPOINTMENT OF INTERNAL AUDITOR:

To confirm the appointment of the Council's current Internal Auditor, JDH Business Services Ltd for the financial year 2026/27.

20. CLERK AND FINANCIAL OFFICER'S REPORT:

- (i) To receive a verbal report on the Council's contribution to the Joint Maintenance Committee for the months of April and May; and
- (ii) President of the Society of Local Councils (SLCC): Report attached.

21. DATES AND TIMES OF MEETINGS FOR THE MUNICIPAL YEAR 2026/27:

These meetings will be held via a hybrid arrangement following the introduction of the Local Government and Elections (Wales) Act 2021:

8 th June 2026	11 th January 2027
13 th July 2026	8 th February 2027
14 th September 2026	8 th March 2027
12 th October 2026	12 th April 2027
9 th November 2026	10 th May 2027
14 th December 2026	

The above meetings will, *if confirmed by the Council*, commence at 6.30 p.m. It is customary for the Council to go into recess during August, when only urgent business is transacted. For this purpose, relevant Recess Sub-Committees, comprising the Chair of Council, the Chair of the relevant Committee and the Clerk and Financial Officer will be held, under the Council's Scheme of Delegation.

Meeting dates can be changed with the consent of the Chairman of the Council for extenuating circumstances, inclement weather or illness or absence of the Clerk and Financial Officer.

22. ACCOUNTS FOR PAYMENT:

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

23. BANK RECONCILIATION:

To receive the bank reconciliation statement for the period ending 31st March, copy attached. The bank reconciliation for the period ending 30th April will be completed following the council's year end process and presented to council in June.

24. PLANNING APPLICATIONS AND DECISIONS:

- (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 May, copy attached.

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 the following planning appeal:

Land at Gladstone Way and Ash Lane, Hawarden
FUL/000237/26

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

REMINDER:

Immediately after the close of the meeting, the annual awards ceremony will take place for the Bursary Awards and Community Volunteer Awards.

Light refreshments will be provided.



HAWARDEN COMMUNITY COUNCIL

Minutes of the Hybrid Meeting

held on

13th April 2026

PRESENT: **Chairman:** Councillor Darren Sterry

Councillors: Joyce Angell, Janet Axworthy, Helen Brown, Bill Cooper, Michael Crockford, Wendy Harrison, Sarah Hinks, Liz Kennedy, Stephen Lancashire, Dave Mackie, Doreen Mackie, Colin Randerson, Margaret Redfern, Ralph Small, Sam Swash, Linda Thomas, Ant Turton, and Connor Wynne.

Officers: Sharron Jones, Clerk & Financial Officer
Georgey Griffiths, Assistant Clerk

Youth Representatives: Callum Hodgson, Hawarden High School

196/25 APOLOGIES FOR ABSENCE:

Apologies for absence had been received from Councillors Gillian Brockley and Emma Preece.

197/25 DECLARATIONS OF INTEREST:

Councillors Helen Brown, Darren Sterry and Ant Turton declared an interest in Item 16 and duly completed their Declaration of Interest forms.

Councillors Colin Randerson, Sam Swash and Connor Wynne declared an interest in Item 13 and duly completed their Declaration of Interest forms.

198/25 MINUTES OF THE PREVIOUS MEETING:

IT WAS RESOLVED: that the minutes of the previous meeting of the Council held on 9th March 2026 be approved as a correct record.

65 Chairman's signature: _____

199/25 MATTERS ARISING FROM THE MINUTES:

There were none.

200/25 VACANCY IN HAWARDEN – MANCOT WARD, CO-OPTION:

A local resident had expressed an interest in the vacancy in the Hawarden – Mancot ward. The Chairman welcomed Wendy Harrison to the meeting and invited her to introduce herself to members of the Community Council. Wendy outlined that she was a local resident, had attended school in Hawarden and was now a retired teacher. She had always been interested in local community and environmental matters and enjoyed supporting community events.

A member asked Wendy if she had been a member of a particular political party to which she replied that she had stood as an independent member.

IT WAS RESOLVED: that Councillor Wendy Harrison be co-opted as a Community Councillor for the Hawarden – Mancot ward. Councillor Harrison to be invited to the council offices for a formal Induction and completion of the necessary paperwork.

201/25 INTERIM INTERNAL AUDIT REPORT 2025/26:

The Clerk and Financial Officer stated that the Auditor had raised four issues. The Clerk had informed the Auditor that the council had been in the process of building a new community centre (issue 4) and the Chairman of Finance had been in discussion with the clerk about improving the way that the Service Level Agreement had been calculated and that these had been two of the four issues. (issue 3).

It was noted that for issue 1 council resolutions had been obtained for the two larger payments and issue 2 would be reviewed at the annual meeting in May.

IT WAS RESOLVED: that the Interim Internal Audit Report 2025/2026 be approved, noted and implemented where appropriate.

66 Chairman's signature: _____

202/25 2025/26 YEAR END ACCOUNTS AND AUDIT PROCESS:

The Clerk and Financial Officer had shared with members a report that outlined the year end process for the accounts and audit arrangements and had managed to secure a small efficiency this year.

IT WAS RESOLVED: to note the information.

203/25 CHAIRMAN'S REMARKS:

The Chairman thanked the Vice-Chairman, Councillor Bill Cooper, for attending the Connah's Quay, Holywell and Mold Annual Charity Dinners in his behalf. Each event had raised a significant amount of money for local charities.

STAFFING AND GENERAL PURPOSES COMMITTEE:

204/25 POLICE MATTERS:

The Clerk and Financial Officer shared that PCSO Kayleigh Chilton had attended the Council office and reported that there had been no major issues of a crime nature within the Hawarden community. If members had any issues they could be reported to PCSO Kayleigh via email to the Clerk.

IT WAS RESOLVED: to note the information.

205/25 HIGHWAYS/STREETSCENE MATTERS:

The following matters were raised to be forwarded to the County Council's Senior Highways Officer, John Griffiths:

- (i) The zigzag road markings had faded completely outside the Post Office.

- (ii) A large amount of fly tipping, including domestic and industrial waste, had been left behind the large concrete blocks at the entrance to Vicker's Close play area; the land belonged to the Estate Office.
- (iii) Pot holes on Glynne Way had been repaired; it looked like a temporary arrangement as they needed to be redone.
- (iv) A member advised that he had been due to meet with two Highway Maintenance Officers from the County Council as he felt that the repairs on pot holes on Mancot Lane had been inadequate and required further work.

IT WAS RESOLVED: that the above issues be reported to John Griffiths, Senior Streetscene Highways Officer and other relevant agencies.

206/25 LIGHTING FAULTS:

There were none.

207/25 MEMBERS INFORMATION ITEMS:

The Chairman mentioned that local residents had asked about the missing post box between Blackbrook and Overlea Drive, Hawarden. Another member had been informed that the builders that had carried out improvement works to the house had been responsible and had supposed to put the post box back into position.

IT WAS RESOLVED: to note the information.

PLANNING COMMITTEE:

208/25 PLANNING APPLICATIONS AND DECISIONS:

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) Planning Appeal: *change of use of land to a traveller's caravan site consisting of 1 no. mobile home, 1 no. touring caravan, car parking, landscaping and associated works. Location: Land off Church Lane, Aston Hill, Ewloe, CH5 3BF.*

That the original objections be restated, together with a statement about the timeline for a formal gypsy transit site as approved within the Local Development Plan.

COMMUNITY AND ENVIRONMENT COMMITTEE:

209/25 GWELLA – REQUEST FOR MATCH FUNDING 2026-27

The annual letter from Gwella had been received to offer match funding for play area improvements. A copy of the letter had been circulated with the agenda for the meeting.

69 Chairman's signature: _____

IT WAS RESOLVED: that a request for £10,000 match funding be put forward for the Trueman's Way play area.

210/25 VISIT TO THE HAWARDEN CRICKET CLUB:

The Clerk and Financial Officer advised members that an invitation had been extended for all members to attend a site visit to Hawarden Cricket Club. The visit would take place after the 1st May and preferably on a Thursday afternoon.

IT WAS RESOLVED: that the invitation be accepted and the Clerk and Financial Officer arrange a convenient date.

211/25 REQUEST TO USE THE GLADSTONE PLAYING FIELDS:

A request had been received by Hawarden Strollers Walking Football who had recently agreed to join Hawarden Rangers Football Club. On Saturday 27th June they wished to arrange a charity 7-a-side walking football event at the Gladstone playing fields. The Charity event aimed to play walking football for 12 hours, raising funds for Prostate Cancer. The event would take place between the hours of 8.30 a.m. and 8.30 p.m.

IT WAS RESOLVED: that the request be approved.

FINANCE COMMITTEE:

212/25 ACCOUNTS FOR PAYMENT:

The Clerk and Financial Officer referred to transaction H/26/29 and advised that this payment relating to street lighting column replacement work not tree work. She also advised members that the council's office cleaning company 'Done N Dusted' had recently made a decision to close their business. A replacement company would be sought in due course.

IT WAS RESOLVED: that the list of payments in the sum of £36,250.41 for April, be approved.

70 Chairman's signature: _____

213/25 CLERK AND FINANCIAL OFFICER'S REPORT:

The Clerk and Financial Officer stated that the Service Level Agreement cost for April would be reported to the council meeting in May.

The Clerk also advised that Lloyd's Bank had recently shared a communication that its monthly banking fee would increase from £8.50 to £10.00 per month.

IT WAS RESOLVED: to note the information.

214/25 BANK RECONCILIATION:

The Chairman of Finance highlighted that the bank reconciliation did not balance and therefore could not be approved by council. The Clerk and Financial Officer apologised for this oversight and said that she would issue a correct bank reconciliation in due course.

IT WAS RESOLVED: that the information be noted.

215/25 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

IT WAS RESOLVED: that the council approve the exclusion of the public and press for the following item of business due to the confidential nature of the business.

216/25 NEW PLAY EQUIPMENT, GARY SPEED PLAY AREA:

The Clerk and Financial Officer had received three quotes from three play equipment companies for a new piece of play equipment and safety surfacing at the Gary Speed play.


Members considered all three quotes.

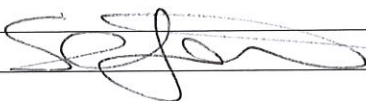
IT WAS RESOLVED: that Company C be awarded the contract as members felt that the type of equipment included would be more beneficial and attractive to older children within the ward.

Hawarden Community Council
 Planning Committee
 13th April 2026

Planning Applications for consideration:

No.	Planning Application Number	Proposal	Address	CASE OFFICER
1.	FUL/000103/26 Ward: Ewloe	Demolition of an existing redundant warehouse and the erection of two detached residential dwellings with associated landscaping, access, parking, and ecological enhancement works.	Land at 92, The Highway, Hawarden, CH5 3DJ	Reg Date 01.04.2026 Target Date 27.05.2026 Alison Dean OBJECT – area to the east of the site isn't shown and there is a building there which will come against one of the new buildings they are proposing. There is also a concern about the maintenance on the walls as builders wouldn't be able to get to it.
2.	LBC/000236/26 Ward: Mancot	Replacement single and double glazed sash windows for single glazing and secondary glazing. The replacement of uPVC casements with double glazed casements. The insertion of 2 no. rooflights in former outrigger. The replacement of modern floor tiles with stone flags to the kitchen, utility and hallway. Replacement of uPVC guttering with cast iron	Elms Cottage, 29A, Glynne Way, Hawarden, Deeside, CH5 3NS	Reg Date 17.03.2026 Target Date 12.05.2026 Barbara Kinnear No Objections

Accounts for Payment					
Apr-26					
Ref:	Method	Item	Cost	Net Cost	VAT
H/26/01	BACS	Done N Dusted - Office Clean - March	£35.00	£35.00	£0.00
H/26/02	DD	Ruby Energy - Office Gas - 01st Feb - 01st March	£220.83	£210.31	£10.52
H/26/03	DD	Ruby Energy - Office Electric - 13th Feb - 13th March	£113.80	£108.38	£5.42
H/26/04	DD	Welsh Water - Office Bill - March	£34.02	£34.02	£0.00
H/26/05	DD	Flotek - Mobile Phones - March	£34.51	£28.76	£5.75
H/26/06	BACS	H W Oultram - Vehicle Fuel - March - LGX	£272.19	£219.34	£52.85
H/26/07	BACS	H W Oultram - Vehicle Fuel - March - KYD / KKL	£397.62	£320.41	£77.21
H/26/08	DD	One Com - Wifi / Phones - Office - February	£217.02	£180.85	£36.17
H/26/09	BACS	Microshade - Hosted Services - March	£157.42	£131.18	£26.24
H/26/10	DD	Idata - CCTV - March	£53.74	£44.78	£8.96
H/26/11	DD	Scottish Power - Pavillion Electric - 25th Feb - 25th March	£214.34	£204.13	£10.21
H/26/12	DD	SSE Energy - Street Lighting -February	£3,575.08	£2,979.23	£595.85
H/26/13	BACS	Lloyd's Bank - Salaries -April	£15,556.72	£15,556.72	£0.00
H/26/14	BACS	Clwyd Pension Fund - Salaries - April	£2,243.79	£2,243.79	£0.00
H/26/15	BACS	HMRC - Salaries - April	£6,489.38	£6,489.38	£0.00
H/26/16	CRD 0734	Qferry Service Station - Fuel - Mowers	£76.12	£63.43	£12.69
H/26/17	CRD 0734	Auto Parts / Jim Barrow - NAPA Battery	£92.40	£77.00	£15.40
H/26/18	BACS	Thornccliffe - 4 x Wooden Posts	£34.56	£28.80	£5.76
H/26/19	BACS	Amazon - IBC Cover - Allotments	£59.98	£49.98	£10.00
H/26/20	BACS	Mancot Bowling Club - March Grant Scheme	£500.00	£500.00	£0.00
H/26/21	BACS	Thornccliffe - Cement x 2 / Concrete Mix / Crusher Run	£225.72	£188.10	£37.62
H/26/22	BACS	Thornccliffe - Quick Fix Macadam	£115.08	£95.90	£19.18
H/26/23	BACS	JDH Business Services Ltd - Internal Audit 2025/26	£570.00	£475.00	£95.00
H/26/24	BACS	Groundswise - Tree Works - Tree Tag - 2193	£390.00	£325.00	£65.00
H/26/25	CRD 0734	Ebay - Bio Oil V32 2 Litres	£81.99	£68.33	£13.66
H/26/26	BACS	William Hall & Co - Rent - Trueman's Hill Playing Field	£0.25	£0.25	£0.00
H/26/27	BACS	One Voice Wales - Training 'The Cllr' - Cllr Kennedy	£65.00	£65.00	£0.00
H/26/28	BACS	Allotment Committee - Insurance	£183.62	£183.62	£0.00
H/26/29	BACS	Awyr Utilites - Column removal and replacement	£2,150.00	£2,150.00	£0.00
H/26/30	CRD 0734	Ebay - Ride On Mower Battery	£41.95	£34.96	£6.99
H/26/31	CRD 0734	Ebay - Maintenance Officer Work Trousers	£19.95	£16.63	£3.32
H/26/32	CRD 8919	Charlies - Depot Supplies	£3.98	£3.32	£0.66
H/26/33	CRD 0734	Ebay - Blade Set	£29.76	£24.80	£4.96
H/26/34	BACS	Clerk & FO - Mileage	£85.05	£85.05	£0.00
H/26/35	CRD 0734	Ebay - Returns Postage for Work trousers return	£3.06	£3.06	£0.00
H/26/36	BACS	Trebor & Sons - Service and Parts - ZETA	£676.93	£564.10	£112.83
H/26/37	CRD 0734	Ebay - Vehicle Part	£18.71	£15.59	£3.12
H/26/38	CRD 5814	Chester Tyres - 2 x Tyres	£100.00	£100.00	£0.00
H/26/39	CRD 0734	Ebay - Maintenance Officer Work Trousers	£24.95	£20.79	£4.16
H/26/40	BACS	J Mort - Aston Shop Electric	£235.00	£235.00	£0.00
H/26/41	BACS	Rialtas - Software and License	£396.00	£330.00	£66.00
H/26/42	BACS	Thornccliffe - Green PVC Weld Mesh	£246.00	£205.00	£41.00
H/26/43	BACS	Morgans - Depot Supplies	£197.42	£168.33	£29.09
H/26/44	CRD 5814	Charlies - Depot Supplies	£11.47	£9.56	£1.91
		TOTAL:	£36,250.41	£34,872.88	£1,377.53
Chairman:					

	Chair of Finance:				
					
	Clerk & FO:				