



HAWARDEN COMMUNITY COUNCIL

Minutes of the Virtual Meeting

held on

16TH MAY 2022

PRESENT: Chair: Councillor Ralph Small

Councillors: Janet Axworthy, Gillian Brockley, Helen Brown, Bill Cooper, Sarah Hinks, Dave Mackie, Emma Preece, Dale Selvester, Hayley Selvester, Ralph Small, Raphaëlle Soffe, Darren Sterry, Linda Thomas

Officers: Mrs Sharron Jones, Clerk & Financial Officer
Fran Griffiths, Admin Assistant

Also present: Four members of the public

01/22 ANNOUNCEMENT:

The Clerk and Financial Officer read out a letter of resignation from George Hardcastle who, for personal reasons, had decided to step down from the Community Council with immediate effect. He thanked the Clerk and Financial Officer, Sharron Jones and the Administrative Assistant, Fran Griffiths for their help and support over the years and said that they had been an asset to the Community Council. He offered his best wishes to the Community Council and wished all new councillors good luck for their future.

02/22 APPOINTMENT OF CHAIRMAN 2022/2023:

The previous past Chairman invited nominations for the position of Chairman for the Municipal Year 2022/2023. It was noted that in accordance with the Council's adopted policy of seniority that Councillor Small, the current Vice Chair, had been the agreed nominee. On being put to a vote, Councillor Small, was duly elected Chairman of Hawarden Community Council for the Municipal Year 2022/2023.

Councillor Small duly completed his Declaration of Acceptance of Office form. He thanked members for his nomination and said that this would be his third time as Chairman. He wished all members a good evening and forthcoming year.

03/22 APPOINTMENT OF VICE-CHAIRMAN:

The Chairman proposed that Councillor Axworthy be nominated as Vice-Chair. Councillor Brockley proposed that in accordance with the Council's adopted policy of seniority, Councillor Preece should be nominated as the Vice-Chairman.

The Chairman said that the seniority policy had been broken during the previous annual meeting when another councillor had nominated another member who had been next in line in the seniority policy.

Councillor Preece sought clarity in relation to the policy to which the Clerk and Financial Officer said that in accordance with the seniority policy, Councillor Preece should be nominated as Vice-Chair.

Councillor Preece questioned why she had not been nominated by the Chairman of the Council and why he had chosen to breach the Council's own policy.

The Chairman then asked for a proposer and seconder for Councillor Preece and a vote was taken but lost.

Councillor Axworthy was nominated and seconded and on being put to the vote, Councillor Axworthy was elected as Vice-Chair for the municipal year 2022-23.

Councillor Preece requested her vote be recorded as having voted against this decision and recorded in the minutes.

Councillor Axworthy duly completed her Declaration of Acceptance of Office form and thanked members for supporting her nomination and requested members to work together through the agenda in a business-like manner.

04/22 APOLOGIES FOR ABSENCE:

Apologies for absence had been received and accepted for Councillors Joyce Angell (leave), Doreen Mackie (Shotton Town Council meeting), Sam Swash (leave) and Ant Turton (leave)

05/22 DECLARATIONS OF INTEREST:

Councillor Ralph Small declared an interest in item 26 and would complete his Declaration of Interest form in due course.

06/22 DECLARATIONS OF ACCEPTANCE OF OFFICE:

The Clerk and Financial Officer confirmed that seventeen members of the Community Council had signed their Declaration of Acceptance of Office forms prior to the meeting with the exception of Councillor Hardcastle who had resigned.

07/22 COUNCILLOR VACANCIES AND CO-OPTION PROCESS:

The Clerk and Financial Officer said that there were two vacancies in the Hawarden Aston ward and two in the Hawarden Mancot ward. In accordance with the procedure for co-options, notices would be displayed on the council's website and notice boards on the 20th May. The closing date for applications would be 4.00 p.m. Friday 3rd June 2022.

08/22 RETIRING CHAIR'S REMARKS:

Councillor Brown thanked members for their support during the previous year but due to Covid restrictions, many events had not been able to take place. She said that she would continue to support all of her previous organisations, including Nanny Biscuit.

09/22 MINUTES OF THE PREVIOUS MEETING:

IT WAS RESOLVED: that the minutes of the previous virtual meeting of the Council held on 11th April 2022, be approved as a correct record.

10/22 MATTERS ARISING FROM THE MINUTES:

There were none.

11/22 MEMBERS' CODE OF CONDUCT:

IT WAS RESOLVED: to approve the adherence to the model Code of Conduct.

12/22 STANDING ORDERS:

The Clerk and Financial Officer confirmed that there had been two amendments to the Standing Orders which had been highlighted in red as follows:

- Meeting dates could be changed with the consent of the Chairman of the Council due to inclement weather or illness/absence of the Clerk and Financial Officer.
- The standing orders had been updated to reflect electronic summons' and hybrid meetings due to the Local Government and Elections (Wales) Act 2021.

IT WAS RESOLVED: to abide by the council's standing orders.

13/22 EXPENDITURE POLICY AND FINANCIAL REGULATIONS:

The Clerk and Financial Officer confirmed that the Expenditure Policy had not changed and the Financial Regulations had received a comprehensive review during the previous year so that they aligned with the national model.

IT WAS RESOLVED: to agree to abide by the Council's Financial Regulations and Expenditure Policy.

14/22 LOCAL RESOLUTION POLICY:

IT WAS RESOLVED: to approve and re-adopt the Local Resolution Policy.

15/22 APPOINTMENT OF STANDING COMMITTEES:

IT WAS RESOLVED: to approve the Standing Committees of Staffing and General Purposes (including lighting), Planning, Community and Environment and Finance Committees and to continue to run the committees following council meetings on a 'rolling agenda'.

16/22 APPOINTMENT OF CHAIRS OF COMMITTEES:

IT WAS RESOLVED: to appoint the Chairman for each of the council's standing committees for the municipal year as follows:

Staffing and General Purposes – Councillor Joyce Angell
Planning – Councillor Darren Sterry
Community and Environment – Councillor Sarah Hinks
Finance – Councillor Dave Mackie

17/22 FINANCE WORKING GROUP:

IT WAS RESOLVED: to approve the establishment of a Finance Working Group with the Chairman of Finance and Councillors Brockley, Preece and Swash.

18/22 PAYMENT TO MEMBERS OF COMMUNITY AND TOWN COUNCILS:

IT WAS RESOLVED: to re-confirm the determinations as agreed at the Community Council meeting on 8th November 2021, minute 87/21 refers.

The Clerk and Financial Officer reminded members that if they did not wish to receive this allowance, they needed to write to the Clerk and Financial Officer to opt out.

19/22 REPRESENTATION ON OUTSIDE BODIES:

IT WAS RESOLVED TO:

- i) Delete Community in Bloom and Hawarden Tennis Club from the list of organisations as they no longer function.
- ii) Confirm Councillor Turton as governor at Hawarden Village Church School, Councillor Sterry on Ewloe CP School and Councillor Dave Mackie on Penarlag CP.
- iii) Liaise with Sandycroft CP School to ask why an appointment from Hawarden Community Council had not been required.
- iv) Appoint the Chairman, Vice-Chairman and Chairman of Community Amenities on the Bursary Awards, RYLA Awards and Community Volunteers; and
- v) Appoint the Chairman on the North Wales Association of Local Councils.

20/22 APPOINTMENT OF INTERNAL AUDITOR:

IT WAS RESOLVED: to approve the appointment of JDH Business Services Ltd, as Internal Auditor for the financial year 2022/23.

21/22 COUNCIL INSURANCE – 1 JUNE 2022 TO 31 MAY 2022:

The Clerk and Financial Officer had sought quotes but at the time of the meeting they had not been received. The renewal would be effective from 1st June 2022.

IT WAS RESOLVED: to give the Clerk and Financial Officer delegated authority in conjunction with the Chairman/Vice-Chairman and the Chairman of Finance to review the quotes prior to the 1st June.

22/22 CLERK AND FINANCIAL OFFICER'S REPORT:

The Clerk and Financial Officer reported on the following issues:

- The cost to the Council for the Joint Maintenance agreement for May had been £13,892.
- The Clerk and Financial Officer reminded members of the three Code of Conduct training sessions taking place on 24th May, 30th May and 14th June.

IT WAS RESOLVED: to note the updates.

23/22 DATES AND TIMES OF MEETINGS FOR THE MUNICIPAL 2022-2023:

IT WAS RESOLVED: to approve the dates as follows:

13 June 2022	9 January 2023
11 July 2022	13 February 2023
12 September 2022	13 March 2023
10 October 2022	10 April 2023
14 November 2022	8 May 2023
12 December 2022	

The above meetings will 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, the relevant Recess Sub-Committees, *comprising the Chair of Council, the Chair of the relevant Committee and the Clerk and Financial Officer will be held.*

24/22 ACCOUNTS FOR PAYMENT:

IT WAS RESOLVED: that the list of payments in the sum of £28,555.67 for May be approved.

25/22 BANK RECONCILIATION:

IT WAS RESOLVED: that the bank reconciliation for the period ending 30th April 2022 be received and noted

26/22 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.

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.

27/22 H.M. THE QUEEN'S JUBILEE CELEBRATIONS:

IT WAS RESOLVED:

- (i) To grant permission to use the Gladstone playing fields, Mancot playing fields and Circular Drive play area for use as community picnic areas on Jubilee weekend with the addition of extra waste bins provided.
- (ii) To donate £150 per ward for organisations arranging jubilee celebrations; receipts will be required and the Chairman/Vice-Chair and Chair of Finance to review and approve the applications with the Clerk and Financial Officer.
- (iii) A poster will be designed for the council's website and social media with a closing date for applications of Friday 27th May 2022.