



## **HAWARDEN COMMUNITY COUNCIL**

Minutes of the Hybrid Meeting

held on

**15<sup>TH</sup> MAY 2023**

**PRESENT:** Chair: Councillor Janet Axworthy

**Councillors:** Joyce Angell, Gillian Brockley, Helen Brown, Billy Cooper, Martin Davey, Lesley Evans, Sarah Hinks, Dave Mackie, Doreen Mackie, Emma Preece, Margaret Redfern, Ralph Small, Raphaëlle Softe, Darren Sterry, Sam Swash, Richard Taylor and Linda Thomas

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

**Also present:** One member of the public

### **01/23 APPOINTMENT OF CHAIRMAN 2023/2024:**

The previous past Chairman invited nominations for the position of Chairman for the Municipal Year 2023/2024. On being put to a vote, Councillor Janet Axworthy, was duly elected Chairman of Hawarden Community Council for the Municipal Year 2023/2024.

Councillor Axworthy duly completed her Declaration of Acceptance of Office form and thanked members for her nomination. She said that there was much work to be done by all members of staff and requested that Community Council members work together as a team to support and respect each other. She asked that any issues of concern that members might have be addressed to her.

### **02/23 APPOINTMENT OF VICE-CHAIRMAN:**

The Chairman proposed that Councillor Joyce Angell be nominated as Vice-Chair.

A member asked whether the Council's seniority policy would be adhered to and was advised that it had been broken a couple of years ago.

In accordance with Standing Order number 47, a recorded vote had been requested. The vote was recorded as follows:

COUNCILLOR	DECISION
Joyce Angell	For
Janet Axworthy	For
Gillian Brockley	For
Helen Brown	For
Billy Cooper	For
Martin Davey	For
Lesley Evans	For
Dave Mackie	For
Doreen Mackie	For
Emma Preece	For
Margaret Redfern	For
Ralph Small	For
Darren Sterry	For
Sam Swash	For
Richard Taylor	Abstain
Linda Thomas	For

Councillor Angell was nominated and seconded and on being put to the vote, Councillor Angell was elected as Vice-Chair for the municipal year 2023-24.

Councillor Angell duly completed her Declaration of Acceptance of office form.

### **03/23 APOLOGIES FOR ABSENCE:**

Apologies had been received from Councillors Dale Selvester, Hayley Selvester and Ant Turton for work commitments.

### **04/23 DECLARATIONS OF INTEREST:**

There were none.

## **05/23 RETIRING CHAIR'S REMARKS:**

Councillor Ralph Small thanked members for their support during the previous year and stated that his comments had been recorded in the Annual Report which had previously been circulated. In particular, he thanked Sharron Jones, Fran Griffiths and the Chairman of each of the Council's Committees.

He also thanked Councillor Janet Axworthy for deputising during his recent holiday and wished her and Councillor Angell a successful year in office.

## **06/23 MINUTES OF THE PREVIOUS MEETING:**

**IT WAS RESOLVED:** that the minutes of the previous hybrid meeting of the Council held on 17<sup>th</sup> April 2023, be approved as a correct record, save and except that *Councillor Doreen Mackie be included in the list of attendees at item 215/22, New Community Centre at Ewloe.*

## **07/23 MATTERS ARISING FROM THE MINUTES:**

*Item 200/22*, the Clerk and Financial Officer said that there had been 9 applications, of which 8 had received their Coronation grant, as one organisation had not replied to the Council.

*Item 212/22*, the Clerk and Financial Officer advised that she would issue a new date for members to meet to provide a response to the consultation on Ethical Standards.

*Item 217/22*, the Clerk and Financial Officer asked members to confirm locations within their wards of where to place the dog foul dispenser units, as agreed at the previous meeting.

*Item 222/22*, the Clerk and Financial Officer declared a retrospective Declaration of Interest as she is the administrator of the Gladstone Playing Fields Charitable Trust.

## **08/23 2022-2023 ANNUAL REPORT:**

Councillor Ralph Small, as outgoing Chairman, thanked the Clerk and Financial Officer for compiling such an excellent report that included a lot of detail and in particular, his Chairman's report that outlined the various activities that he had undertaken during his year of office.

A member asked if the financial section could include the shared costs between Broughton and Bretton Community Council and Shotton Town Council and the income for Hawarden Community Council which had been agreed.

**IT WAS RESOLVED:** to approve the Annual Report.

## **09/23 GENERAL POWER OF COMPETENCE:**

The Clerk and Financial Officer said that the council now qualified to resolve to be a Council with the General Power of Competence (GPoC), as outlined in the Local Government Elections (Wales) Act 2021 as the three qualifying criteria had been met.

The 2021 Act: Part 2 (s24) gives the Council "power to do anything that individuals generally may do" as long as other laws aren't broken. It is a 'power of first resort' and will need to be resolved at every annual meeting of a new Council.

If any of the qualifying criteria change, the GPoC status will not apply, although any projects initiated during the time that the Council had GPoC can continue to run.

**IT WAS RESOLVED:** to become a Council with the General Power of Competence.

## **10/23 MEMBERS' CODE OF CONDUCT:**

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

**11/23 STANDING ORDERS:**

**IT WAS RESOLVED:** to abide by the Council's Standing Orders.

**12/23 EXPENDITURE POLICY AND FINANCIAL REGULATIONS:**

The Clerk and Financial Officer confirmed that the Expenditure Policy and the Financial Regulations had not changed from the previous year.

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

**13/23 LOCAL RESOLUTION POLICY:**

**IT WAS RESOLVED:** to approve and re-adopt the Council's Local Resolution Policy.

**14/23 SCHEME OF DELEGATION:**

**IT WAS RESOLVED:** to adopt the Council's Scheme of Delegation.

**15/23 APPOINTMENT OF STANDING COMMITTEES:**

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

**16/23 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 Billy Cooper  
Finance – Councillor Dave Mackie

**17/23 APPOINTMENT OF PERSONNEL SUB-COMMITTEE:**

**IT WAS RESOLVED:** to re-establish the Council's Personnel Committee with the same membership as before with the addition of Councillor Sam Swash to fill the vacancy.

**18/23 EWLOE COMMUNITY CENTRE TASK AND FINISH GROUP TERMS OF REFERENCE:**

The Clerk and Financial Officer said that business conducted during meetings of the Task and Finish Group would need to remain confidential as they were ideas and expressions of interest. The Task and Finish Group had no delegated authority to make decisions and any decisions required would be presented to the Council for approval but at this delivery stage confidentiality needed to be secured.

**IT WAS RESOLVED:** that the Task and Finish Group minutes remain confidential.

**19/23 REPRESENTATION ON OUTSIDE BODIES:**

**IT WAS RESOLVED:** to defer the item until the next meeting for consideration, as it did not appear fair to other members to have the Chairman of the Council, the Vice-Chairman of the Council and the Chairman of Community and Environment on all groups.

**20/23 DATA BREACH NOTIFICATION POLICY:**

**IT WAS RESOLVED:** to approve the Data Breach Notification Policy and Risk Assessment and secure Data Protection training for all members and members of staff.

**21/23 APPOINTMENT OF INTERNAL AUDITOR:**

**IT WAS RESOLVED:** to approve the appointment of JDH Business Services Ltd, as the Council's Internal Auditor for the financial year 2023/24.

## **22/23 CLERK AND FINANCIAL OFFICER'S REPORT:**

### **IT WAS RESOLVED:**

- i) That the cost to the Council for the Joint Maintenance agreement for May of £14,795.44 be noted;
- ii) That Bonnie's pizza van continues to rent the car park for a further three months;
- iii) That the request from Hawarden Rangers to make improvements to the football pitches be approved, subject to the receipt of a comprehensive risk assessment being undertaken; and
- iv) That the Council attend the LGBT+ event to be held at Hawarden High School on 27<sup>th</sup> June 2023 to promote the Community Council.

## **23/23 DATES AND TIMES OF MEETINGS FOR THE MUNICIPAL YEAR 2023-2024:**

**IT WAS RESOLVED:** to approve the dates as follows:

12 June 2023	08 January 2024
10 July 2023	12 February 2024
11 September 2023	11 March 2024
09 October 2023	08 April 2024
13 November 2023	13 May 2024
11 December 2023	

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.*

## **24/23 ACCOUNTS FOR PAYMENT:**

**IT WAS RESOLVED:** that the list of payments in the sum of £38,122.72 for May be approved.

## **25/23 BANK RECONCILIATION:**

**IT WAS RESOLVED:** that the bank reconciliation for the period ending 31<sup>st</sup> May 2023 be received and noted

## **26/23 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 all 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) There were no planning appeals.
- (d) That the planning decisions be noted.