



CYNGOR CYMUNED HELYGAIN / HALKYN COMMUNITY COUNCIL

**Minutes of the Meeting of Halkyn Community Council,
Held in the Halkyn Parish Hall,
On Monday the 28th April, 2025, at 7.30pm.**

**1(A). 68/25
PRESENT**

Councillor Howard Morris (Chair)
Councillor David Case
Councillor B. Glyn Coleclough
Councillor Colin R. D'Arcy
Councillor Matthew Lister
Councillor David Palmer
Councillor Jennifer E. Parry
Councillor Nicola Richardson
Councillor David G. Roberts
Councillor Bob Robinson
Councillor Wendy Sigsworth

Clerk & Financial Officer R. Phillip Parry

**1(B). 69/25
APOLOGIES**

Councillor Brian Coleclough
Councillor Delyth Taylor

County Councillor Simon Jones (Flintshire County Council)
County Councillor Frances Lister (Flintshire County Council)

**1(C). 70/25
ABSENT**

None

**2. 71/25
PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS**

No attendance at meeting by public, no questions, comments or representations received prior to meeting.

3. 72/25

DECLARATIONS OF INTEREST

The following Declaration of Interest was Declared: Councillor Bob Robinson (**Minute number 11. 88/25 on page 8 below**)

4. 73/25

TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 17TH MARCH 2025

The Minutes were proposed as correct by Councillor Bob Robinson and seconded by Councillor David Roberts and formally agreed by the Members present.

5. 74/25

PROGRESS REPORT ON MATTERS RAISED AT PREVIOUS MEETINGS

The Clerk referred to the following matters from previous Minutes:

- (1) **Convex Mirror:** Councillor David Palmer advised that there had been no further progress.
- (2) **Footpaths on Halkyn Mountain:** Councillor David Palmer advised that there had been no further progress.
- (3) **Inconsiderate Parking in Pentre Halkyn:** The Clerk advised that despite a further reminder there had been no contact received from PCSO Hannah Blythyn. The Clerk advised that the matter would remain in the pending file.
- (4) **Street Lighting Electricity Supply:** The Clerk advised that there had still been no contact from the Welsh Government. The Clerk had written further.
- (5) **Rhes Y Cae Play Area Upgrade:** The Clerk advised that following the March meeting he had written to the County Play Design Officer with the following questions (*Replies received in italics*):
 - (i) The Council Members wish to be made aware which equipment requires replacing, or other - and does it have to be in this particular year: *See costings below. Equipment details also further below. Match funding for this financial year*
 - (ii) The number of children's play areas within the Flintshire area: *190 play areas, MUGA's and skateparks in Flintshire administered by Gwella*
 - (iii) Concern was expressed that the ground area underneath the swing disc is uneven and could cause injury to a child (*See costings below*)
 - (iv) Sheep are seen regularly in the play area, can the surround fence and or gate be made more secure (*See costings below*)

Costings:

For the supply only of play equipment which includes a rotating play item, which can be installed with rubber mulch safety surfacing for an estimate figure of £6,000.00.

To provide a rubber mulch surface below the basket type swing at £2,500.00

A new single leaf gate which would replace the kissing gate is supply only £950.00 and installation is £500.00, this includes removal of the old gate and a new fence panel to make up the gap.

The approximate total cost of the above at £9,950.00 (with the rotating play item and rubber mulch safety surfacing).

Members agreed the following: To match-fund the above at a cost to the Community Council of £4,975.00. The Clerk to advise the Play Officer that the Council would not wish to increase their funding above £5,000.00.

6(A). 75/25

CORRESPONDENCE

The following correspondence had been received, that was required to be either advised to, or dealt with by the Members:

- (1) The Clerk advised, that the following criminal offences had been reported to the North Wales Police, that had occurred within the Halkyn Community Council area:

Halkyn: 1 x Criminal damage / 1 x Violence

Pentre Halkyn: 1 x Violence

Rhes-Y-Cae: 1 x Anti social behaviour

Rhosesmor: No offences reported

- (2) Halkyn Joint Consultative Board: Letter received from Tom Woodall (Flintshire Access and Natural Environment Manager) who advised, that the last meeting of the Group was held on 12th November, 2019, whereby the current Chair had indicated their resignation, the Treasurer of the Group had recently passed away. Mr. Woodall also advised that he was not able to provide the administration support, with the intention to close the bank account which contains £333.02.

Mr. Woodall referred to the discussions to reestablish the Group by the Brynford Community Council and sought the thoughts of this Council to the bank account being closed.

Members agreed the following: Whilst the Council have no objection to the closing of the bank account, they ask that perhaps as there are moves to reestablish a Group similar to the JCB, the closure of the account could be placed on hold to allow further discussion.

- (3) The Clerk advised that the British Red Cross (Community Education Coordinator) had written to advise that they were offering Emergency first aid, defibrillator and chest compression sessions at no cost to the Council. The Clerk further advised that he had forwarded the information to the Council's Community First Aider seeking their views, whereby the reply was in the positive.

Members agreed the following: Thanked the Coordinator for the offer which the Council were pleased to accept. However, the Council would be grateful if the training could be held in the four Village Halls that are within the Council area, namely: Halkyn, Pentre Halkyn, Rhosesmor and Rhes Y Cae.

The following correspondence was forwarded by e-mail to Members:

- ❖ Groundworks: Notification in relation to Tesco financial grants to local groups and others seeking funds up to £1,500.00

- ❖ Wales Audit: Financial Management & Governance – Lessons from Audit for Community and Town Councils in Wales
- ❖ Welsh Government: Wales Regional Transport plans
- ❖ Charity Commission: News letter
- ❖ Flintshire County Council: Notice of road closures:
 - (1) Pentre Halkyn from 29th April for between three and five days, at area of Corner House access road adjacent to A55
 - (2) Rhes Y Cae from 29th April for between three to five days in area of Abbotts Key junction to Ffordd Y Graig junction and junction with Ffordd Y Bwch

6(B). 76/25

CLERK'S REPORT

- (1) The Clerk advised of the following deposits to the Council's bank account:
 - Flintshire County Council: First precept payment for 2025 / 2026 budget £17,666.99
 - Flintshire County Council: Cemetery payment £1,494.99
- (2) Councillor training: The Clerk advised the following training sessions facilitated by One Voice Wales:
 - ❖ Councillor David Case: New Councillor Induction completed on 7th April
 - ❖ Councillor David Case: Code of Conduct completed on 15th April
 - ❖ Councillor Delyth Taylor: Chairing skills booked for 8th May

6(C). 77/25

TO RECEIVE AND APPROVE THE END OF YEAR ACCOUNTS FOR 2024 / 2025

The Clerk, as Financial Officer had provided Members by e-mail prior to the meeting with copies of the end of year Statement of Financial Accounts - for the year ending 2024 / 2025. The Clerk advised Members further, in relation to the budget analysis, together with the end of year balances.

Members agreed the following: Approved the end of year accounts for the financial year 2024 / 2025, with the financial spreadsheet signed by the Chair of Meeting – Councillor Howard Morris.

6(D). 78/25

TO APPOINT A COUNCILLOR TO VERIFY, SIGN AND DATE BANK STATEMENTS

The Clerk recollected Members that this procedure was contained in the draft 2024 Financial Regulations that the Council had discussed at last month's meeting and was also an agenda item for this evening's meeting. The previous 2019 Financial Regulations stated: that a Council bank signatory should initial all bank statements, whereby the 2024 Financial Regulations state: At least once in each quarter, and at each financial year end, a member other than the Chair shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council.

Members agreed the following: (1) Councillor Nicola Richardson appointed to verify, sign and date bank statements (2) Councillor Nicola Richardson confirmed to Members, that the bank statement reconciliations agreed with the end of year accounts as per above minute - to receive and approve the end of year accounts for 2024 / 2025.

6(E). 79/25

TO RECEIVE SUB-COMMITTEE REPORT: MODEL FINANCIAL REGULATIONS FOR COMMUNITY AND TOWN COUNCILS IN WALES – 2024 VERSION (ADJ FROM MARCH MEETING)

The Clerk recollected Members that Council agreed at last months meeting that the Council's four bank signatories (Brian Coleclough, Glyn Colclough, Bob Robinson and Wendy Sigsworth) be appointed to peruse the 2024 Financial Regulations, and in particular, the financial limits and amendments agreed during the March meeting.

Councillors' Glyn Clough, Bob Robinson and Wendy Sigsworth provided a report on behalf of the sub-committee and confirmed to Members the amendments to the 2024 Financial Regulations as correct.

Members agreed the following: (1) To formally adopt the 2024 Financial Regulations which have been tailored to fit the Council's needs (2) The above named four Councillor bank signatories to be provided with read access to the Council's two HSBC bank accounts.

6(F). 80/25

PAYMENT TO MEMBERS: INDEPENDENT REMUNERATION PANEL FOR WALES RECOMMENDATION

The Clerk recollected Members to a previous communication received from the Independent Remuneration Panel for Wales, and in particular, the Mandatory Payments: Determination 7: Costs and Expenses (2025 / 2026) for Town & Community Councillors.

The Clerk provided Members with a claim form.

6(G). 81/25

COMMUNITY AWARD: TO ARRANGE PROCESS TIMELINE

The Clerk advised Members that this was an annual agenda item to consider a Community Award for this new financial year.

Members agreed the following: The Clerk to advertise the Community Award on the Council's notice boards and web site together with a Public Notice in the next available edition of the Halkyn Mountain News.

6(H). 82/25

STREETSCENE SCHEDULE (FLINTSHIRE COUNTY COUNCIL)

The Clerk advised in relation to the following concern(s) that had been reported to StreetScene, since the last Council meeting:

- No matters of concern had been received and reported since the last Council meeting.

The Clerk provided the following update from Mr. Neil Hickie (StreetScene) Officer

- No update in relation to previously reported concerns had been received from Street Scene.

Members brought the following concerns to the meeting:

- (1) Pot holes: Halkyn to Rhes Y Cae road
- (2) Pot holes: Rhes Y Cae to Moel y Crio road
- (3) Pot holes: The Wern area in general
- (4) Pot Holes: Middle Mill Lane
- (5) Repair to edge of road: Travelling down Bryn Tirion road – where the road goes up and then down
- (6) Request for a litter pick: In area named locally as The Hanth

The Clerk advised that the above concerns would be brought to the attention of StreetScene.

7. 83/25

REPRESENTATIVES REPORTS (COMMITTEES, LIAISON & MEETINGS ATTENDED)

- ❖ Halkyn Parish Hall Management Committee: Councillor Wendy Sigsworth advised of a recent meeting held on 21st April of the Hall Management Committee which was attended by Councillors' Sigsworth and Nicola Richardson.
- ❖ The Parish Hall will be holding an Open Day on Sunday 17th August. Further details will be advertised in due course.

8. 84/25

COUNTY COUNCILLORS REPORTS (COUNCILLORS' SIMON JONES & FRANCES LISTER)

The Clerk advised that there were no reports from County Councillors' Simon Jones and Frances Lister.

9(A). 85/25

PLANNING APPLICATIONS

The following planning applications were considered by Members at the meeting:

- (a) Application number: LBC/000286/25 – for proposed listed building consent for revised extension with the installation of a three panel bifold door in the south west facing elevation of the extension. (involving substituting a three casement ground floor approved window on the extension - part of LBC approval ref: LBC/000417/23 for a three panel bifold door), at Halkyn Old Hall Mews, Pentre Road, Pentre Halkyn.

Comment by Council: No objection to the application, as long as planning policies and planning guidance notes are complied with.

- (b) Application number: FUL/000002/25 – for proposed erection of timber walling, at The Sawmill, Rhosesmor.

Comment by Council: No objection to the application, as long as planning policies and planning guidance notes are complied with.

- (c) Application number: FUL/000304/25 – for proposed replacement out building with the same footprint, home office/hobby room. 2 options - one with porch canopy & one without, at Bryn Goronwy, Moel y Crio.

Comment by Council: No objection to the application, as long as planning policies and planning guidance notes are complied with.

9(B). 86/25

PLANNING DECISIONS

The following planning decisions had been received from Flintshire County Council:

- (a) Application number: FUL/000149/25 – for installation of air source heat pump, at 13, Bryn Y Foel, Rhosesmor. Refused
- (b) Application number: FUL/000083/25 – for proposed balcony to rear elevation, at Bryn Tirion, Brynford Road, Pentre Halkyn. Approved
- (c) Application number: FUL/000428/24 – for proposed two storey side extension including proposed balcony, at Keepers Cottage, Groes Farm, Pant Y Goff, Halkyn. Refused
- (d) Application number: DET/000740/23 – for application for approval of details reserved by condition No. 2 & 4, at The Bungalow, Rhosesmor. Partially Discharges

10. 87/25

APPROVAL OF ACCOUNTS FOR PAYMENT

Cheque Number	Payee	Net £	Vat £	Total £
	<u>Payments made – to be confirmed:</u>			
	Standing Order: R. P. Parry - Clerk to Council (Monthly salary & home working allowance for March) & Quarterly payment for Cemetery administration: Payments dated: 01/04/2025			
	Aura Libraries (Library service in Halkyn Parish Hall (From 1 st April, 2024 to 31 st October, 2024) Payment dated: 01/04/2025	2,484.00		2,484.00
	Direct Debit: HSBC Bank (charges) Payment made: 15/04/2025	5.00		5.00
	Direct Debit: Scottish Power (March - Street Lighting Electricity Account payment dated: 17/04/2025	478.42	23.92	502.34
	<u>Payments for consideration at meeting to be paid by BACS:</u>			
	One Voice Wales (New Councillor induction for Councillor David Case £65.00 – less bursary from Welsh Government £32.50)	32.50		32.50

	Wales Audit Office (Audit fee for tri-annual full audit for 2023 / 2024)	765.00		765.00
	(All invoices listed have been 'examined, verified and certified' by the Clerk)			

11. 88/25

APPLICATIONS FOR FINANCIAL SUPPORT

Cheque Number	Name of organisation	Amount granted £
	<u>Authorised to be paid by BACS:</u>	
	Llangollen Eisteddfod (Application for annual grant) (Section 145 LGA 1972)	£200.00
	Caerwys Agricultural Show (Application for annual grant) (Section 144 of the LGA 1972)	£250.00
	Rhosesmor Village Institute (Application for funds towards a VE Day celebration at Rhosesmor Village Hall) (Section 19 LGA 1976)	£400.00
	Note: Declaration of Interest (Minute number 3. 72/25 on page 2 above)	

12. 89/25

Members agreed the payments of the above accounts and financial support as listed.

There being no further business, the Chairman thanked everyone for attending and closed the meeting.

SIGNED BY THE CHAIRMAN.....

DATE OF APPROVAL.....