

**HOLT COMMUNITY COUNCIL- MINUTES OF THE MEETING HELD ON
TUESDAY FEBRUARY 28TH 2023 AT 7-00PM AT THE KENYON HALL, HOLT.**

PRESENT: Councillors – Mr J Cubitt, Mr S Lewis, Mrs G Jones, Ms A Shone, Mr D Powell, Mr D Munnerley, Mr D Bithell, Mr A Jones, Mr J Pridding, Councillor M Morris, Mr G Mitchell, Clerk

APOLOGIES: Mr J Hughes

The meeting was formally opened by the Chairman Mr J Cubitt who welcomed everyone. The Clerk advised that he was unaware of any deaths in the village since the last meeting.

MINUTES: Mr S Lewis proposed these be approved as a true record, seconded by Ms A Shone.

POLICE REPORT: The Clerk reported that he had received an email from PCSO L Davies stating that policy had now changed and PCSO's were now unable to change shifts in order to attend meetings and accordingly, as PCSO Davies did not work on Tuesday evenings, she would be unable to attend meetings for the present; however, she would still send over figures for the Holt area each month. The Councillors expressed some concern as the Police presence at meetings had been intermittent at best previously. It was noted that a new Rural District Inspector, Matt Subacchi, has just been appointed and Councillor Morris is hoping to meet him in the near future.

PCSO Davies had advised that there were no reported incidents for Holt during January And in addition, speed checks had been carried out early February and nothing to report.

ITEM 1:MATTERS ARISING FROM THE MINUTES:

- 1) **ALLOTMENTS:** The fence between allotments 7a/7b has been erected
- 2) **BOWLING GREEN:** The Clerk advised that he had received an email from Mr Alan Cope with regards to the collection of the subscriptions for the coming year and possible improvements to the Bowling Green; the Clerk advised that he is in the process of replying to Mr Cope with the decisions of the Council as this has already been discussed and agreed.
- 3) **COMMUNITY GARDENERS AND COMMUNITY ORCHARD:** The Clerk advised on the situation with the Community Orchard; a meeting was held with Karen Murdoch from the Museum and Heritage Dept at WCBC but it would appear that the piece of land previously identified as a potential site for a Community Orchard, comes under the remit of the Housing Dept at WCBC; the Clerk had contacted a Mr Russell Jones from the Housing Dept and outlined what the Community Council and Community Gardeners were looking to do; Mr Jones had asked the Clerk to email over the proposal which has been done and Mr Jones will speak to other departments at WCBC who may have an interest in the piece of ground and will reply in due course. Mr Jones did say that there

may be other pieces of council ground in Holt suitable for an orchard and he would pass the information over to the relevant people.

- 4) **CHURCH GREEN BENCHES:** The Clerk advised that he had spoken to Carla Hinde, Landscape Officer WCBC who advised that the benches had not been installed by WCBC but the condition of them necessitated them being removed as they had some sharp edges and were in some disrepair; she advised that WCBC could remove and dispose of them for a cost of £36.42. Mrs G Jones advised that the Town Trust had not installed the benches and neither had the Community Council and it was believed that WCBC had installed them. Mr A Jones advised that he could remove and dispose of the benches, a proposal accepted by the rest of the members. The Clerk was asked to look at sourcing new benches, perhaps the same as those installed at the Dee Park Play area which are plastic and seem robust; the Clerk will contact Mrs J Pierce to see if she knew where they came from.

The Clerk further advised that he had received a service level agreement from Carla Hinde at WCBC in respect of the village play equipment and it was agreed by all to sign and return it for the following year, noting that there had been a small increase in the costs.

- 5) **FINANCIAL SHEET:** The Clerk gave a brief explanation of the finances to date and said that he believed that with the income and expenditure for February and potential expenditure for March taken into account, that the finances at the end of the financial year would come in within the budget agreed.

The Clerk further advised that a sum of £340 had been spent on repairing the lights and electrics at the Village Toilets as some light fittings had broken.

Proposed Mr S Lewis, seconded Mr D Powell for finance sheet to be agreed.

- 6) The Clerk has sent over the new Precept amount to WCBC

- 7) **SKILLS TRAINING:** Mr D Powell advised that work is ongoing with his team on identifying Skills Training needed by the Councillors; it has been established that there is a need to publish a skills matrix for the Councillors; Mr Powell advised he had recently sent out a survey to all Councillors requesting information on the level of skills that Councillors feel they have on a range of topics such as Virtual Software, Social Media, Website Development, Legal Skills, Financial Accounting, Project Management, Sustainability, Consultation and Engagement, Asset Management, Event Management, Charing Skills and Public Speaking. Once any gaps have been identified a training plan can be drawn up.

- 8) **FINANCE GOVERNANCE TOOLKIT:** A meeting has been held of the sub committee including Mr Paul Hinchliffe, (Co-opted for his Accounting and Finance Knowledge); a further meeting is scheduled for next week. Within the Toolkit, a number of "Themes" are identified from which the Council can use the findings to reflect how the Council is operating,

managing finances and governing itself and also to achieve the best outcomes for the people and the community.

- 9) **DEFIBRILLATOR:** The Clerk advised that Dr Helen McCarthy has obtained new batteries, 2 sets of Pads and a set of Paediatric Pads as none were previously available (adult Pads cannot be used on children); the defib is fully functioning, and is registered on the "Circuit"; as 2 sets of Pads were bought, if the defib is used, the Pads can immediately be changed and back ready for use.

The Clerk has established that there is a defibrillator at Bellis Bros but is in the Gift Area so cannot be used after hours; the Clerk was asked to speak to the Management of Bellis Bros to see if they would be willing to locate the defib on an external wall so that it can be used at any time.

- 10) The holes in the Footpath leading from Dee Park to the Play Area have been filled in by WCBC; also the Gulley Sucker has been in the area for 2 days clearing debris from grids and the gulley sweeper has also been around the village.

ITEM 2 : CORRESPONDENCE:

- 11) The Clerk advised that the majority of the Correspondence had been covered already and anything remaining would come under the Agenda Items.

- 12) **PLANNING APPLICATIONS:** A planning application has been received in respect of "The Long Croft", Green Street, Holt; The Chairman advised that if anyone had any objections, to contact the Clerk before the closing date for those to be passed on to the Planning Dept.

The Clerk advised that an Application for a Premises Licence for the Commonwood Fishery Festival 16-19 June'23 had been received; it was noted that although the Community Council cannot object to the application, representations can be made on behalf of any ratepayers affected by the application.

ITEM 3: AGENDA:

- 13) **MUGA/PUBLIC OPEN SPACE (POS):** The Clerk advised that he had completed the Standard Terms of Engagement and returned to the solicitors, Allington Hughes, who are dealing with transfer of ownership and responsibility for the Muga and POS from Castle Green Homes (CGH) to the Community Council; in preparation for the transfer, the Clerk had contacted WCBC who have agreed to take on the maintenance and weekly safety inspection of the Muga at a cost of £1040/annum; in addition, the Clerk had contacted Monument Landscapes and Grant Howard for quotes to maintain the POS; depending on the level of maintenance, the quotes range from £145 plus vat/month to £218 plus vat/month.

The Clerk, along with Councillor Morris and Mr S Lewis, had met with a representative of CGH to discuss the handover; prior to the meeting, the Clerk had asked for a copy of a Post Installation Inspection Report for

the Muga, which had been provided. Following the meeting, The Clerk had emailed CGH to advise of the agreed terms which were:

- A) CGH to contact WCBC to get the sign off that the POS met the approved plans
 - B) CGH were responsible for the replacement of any plants and saplings which had not survived the winter
 - C) A variance to be added to the contract to state that any maintenance work, adaptations or replacement of the surface water drainage remain the responsibility of CGH or their representatives
 - D) The contract to reflect the that the total sum to be paid to the Community Council was £64170 (£33120 for the POS and £31050 for the Muga) not £46500 as the contract signed in 2016 advised that the sums were index linked.
 - E) CGH to pay to the Community Council for the period from 02/23 to 10/23 to reflect the early adoption of the maintenance of the Muga and POS by the Community Council
- The Clerk was still waiting for a reply from CGH.

14) **HOLT VILLAGE WEBSITE:** The Clerk advised that the village website did not appear to be accessible and that he had been contacted by a number of people who were concerned. The Clerk further advised that there was a legal responsibility on the Community Council to ensure that the minutes of meetings, audit and other council business has to be accessible by the public online. The Clerk had contacted Mr Bob Campbell as he had been involved in originally setting up the website. Mr Campbell advised that the website was supposed to be run and updated by a resident in the village, who also owned the domain name. Mr Campbell further mentioned that in his opinion it was a good site, with a modern design and capability but someone had to update it. Following a discussion, it was agreed that as fundamentally, the Council needed to be able to post important information for the public to access, the Council needed to have their own website. The Clerk was asked to speak to the village resident to try to find out what had happened to the website and to see if the ownership and the domain name can be transferred over to the Council; if not, the Council can purchase their own domain name and set up their own site; initially this would be for the publication of Council minutes and reports but that it maybe able to be expanded to add information for other village organisations.

ITEM 4: ANY OTHER BUSINESS:

Councillor Morris advised that he had been contacted by a resident about vehicle issues with the chicane on Frog Lane, particularly speeding; Councillor Morris said he would contact the resident to advise why the chicane had been placed in that position.

Mr D Bithell advised that he was now making Bat Roost boxes and asked if it would be possible to site them on the Bier House and the Public Toilets; Proposed Mr D Munnerley, seconded Ms Arlene Shone.

Mr D Powell asked what arrangements were in place to celebrate the Coronation of King Charles; the Clerk said that he thought that Holt Under 5's were holding a celebration on the Green on the Saturday afternoon (Mrs G Jones to confirm) and that he would speak to the Kenyon Hall Committee to see what they proposed to do.

Mr S Lewis said that the handrail on the top of the footpath at the far end of Francis Lane, leading down to the By-Pass, had broken; also the lights on the no entry street signs on the Dee Lane cut through from Wrexham Road to Francis Lane, are not working; Clerk to contact WCBC.

ACCOUNTS: Approved for payment in February; Proposed Mr S Lewis, seconded Mr D Powell, Agreed:

2934 – AVOW Wages, salary and Charge	£749.51
2935 – B Lightwood, Kerb Lowering, Gabions, Car Park	£600.00
2936 – Kenyon Hall Committee, Hire Hall, January	£30.40
2937 – S Coupland, January work, Bowling Green	£115.00
2938 – Dr H McCarthy, Defibrillator replacements	£140.84
2939 – PM Norman, Toilets Repairs	£108.00
2941 – EDF Energy, Street Lights energy 02/11/22-31/01/23	£407.60
2942 – Hafren Dyfrdwy, Water, Allotments, Bowling Green, Cemetery	£57.14

NEXT MEETING WILL BE HELD AT THE KENYON HALL 28TH MARCH 2023 AT 7PM.

