MINUTES of the proceedings of the Meeting of Nannerch Community Council held at Nannerch Memorial Hall on Thursday 4th December 2025 at 7pm.

PRESENT:

Councillors H Morgan (Chair), J Costidell (Vice Chair), J Byrne and K Weston. County Councillor Andrew Parkhurst, and Jeanne Penn, Clerk.

1. **Public Participation.** The Clerk confirmed that there had been no requests for remote access to the meeting. Mr David Facer, a member of the public, was in attendance as an observer and welcomed to the meeting by the Chair.

2. **To accept apologies for absence.** Councillors G Williams and J Morgan-Millington.

3. **To record declaration of interests from members on any item to be discussed.** Councillor Weston and Councillor Costidell declared interests at item 10, requests for financial assistance.

4. **To confirm and sign the Minutes of the meeting 6th November 2025.** The minutes of this meeting of Nannerch Community Council were accepted as a true and correct record and signed by the Chair.

6. **To receive updates on progress from previous Minutes:**

SmartWater signage. Following the Clerk responding to the request for additional information from Darell Jones (Operation Manager for Streetscene), no further update had been received despite reminders. It was **agreed** that County Councillor Parkhurst would try to pursue on behalf of the Community Council.

Village Information Board in the Phone Kiosk. The Chair and Vice Chair would continue to liaise with the designer.

Armistice commemorative structure. See later in minutes under 'Financial Matters: donations to local groups' at item 10.

Plough-request for renovation and re-siting. The Clerk had contacted those former residents and interested parties to request a project plan and costings. The Chair and Vice Chair would continue to identify possible sites. This item would be added to February 2026 agenda for further discussions.

7. To receive police update and raise any matters.

Crime statistics for September 2025: 2 violence/sexual offences and 1 burglary. Councillors noted that there had not been any PCSO attendance at meetings over the past 2 years and so it was **agreed** that the Clerk should organise this for early in 2026.

8. To receive Streetscene update and raise any matters

An action plan had been received from Neil Hickie on 3rd December with only 2 actions listed, one regarding potholes in Llandyrnog Road, and the other regarding clearing of drainage ditches by

Hawthorn Cottage. Mr Hickie noted that following his monthly inspection last week, he had requested that the potholes would be repaired as a matter of urgency. The contractor would be attending to the drainage ditches the week commencing 8th December 2025. Mr Hickie confirmed that pothole issues requiring repair and listed on previous action plans had been removed from the action plans as they had been done.

It was **agreed** that the Chair and Vice Chair would review the pothole situation around the village and report back to the Clerk before the end of the year for reporting to Streetscene. The Chair also agreed to take photographs of the soil piles that remained on Pen y Felin Road that required attention.

9. Flintshire County Council Planning Matters

Planning application received: FUL/000957/25. Proposal for single storey extensions and alterations to Maes yr Esgob Farm, Afonwen CH7 5UP. The Clerk noted that this was listed on FCC's planning portal under Afonwen and not Nannerch. Comments were due by 7th December and should be forwarded to the Clerk.

10. Financial Matters

Schedule of Payments, HMRC and Clerk's Salary

The schedule of payments and supporting invoices for November 2025, totalling £926.40, had been reviewed and **approved** by all Councillors, and was signed off by the Chair and Vice Chair at the meeting as follows:

Payee	**£**	**Payment method**	**Power**
Clerk net salary Nov 25	369.60	BACS	LGAct 1972 S111/112
HMRC Clerk's PAYE	92.40	BACS	LGAct 1972 S111/112
Clerk allowance and travel	27.80	BACS	LGAct 1972 S111/112
Clerk printing	6.49	BACS	LGAct 1972 S111/112
Gordon's Gardens	70.00	BACS	LGAct 1972 S111
HMRC late PAYE filing *	200.00	BACS	LGAct 1972 S111/112
Pennykid & Keegan insurance	160.11	BACS	LGAct 1972 S111
TOTAL	**926.40**		

*The Clerk advised that the HMRC payment, notified to the Clerk in November, and due by 10/12/25, related to 3 'late PAYE filing' fines, which was likely to have arisen due to the arrangements for approving the Clerk's pay, this being a variable amount at the start of the month (anything between 1st and 7th) after the month in worked, and being only for 10 pay periods for

HMRC purposes as the Council doesn't meet in January and August each year. Whilst the Clerk had appealed HMRC's decision, and was awaiting the outcome, it was **agreed** to include the £200 fine in the payment schedule, in case of a non-favourable outcome.

In order to prevent such a recurrence, it was **agreed** by Councillors that, subject to any further requirements included in Financial Regulations and/or Standing Orders, the Clerk's salary from December onwards, should be paid by standing order, as a regular monthly amount, on 18th of the month, as net pay for that month, with the income tax element being paid to HMRC at the same time, to continue for all 12 months of the year. This would result in 2 payments for December (4th and 18th) only, for salary in both November and December. The Clerk was in agreement to a contractual amount of 25 hours per month.

External Audit.

The External Audit report for 24/25 was received on 1/12/25 and had been circulated to Councillors in advance of the meeting. It has been classed as an 'unqualified' audit, meaning nothing major to report. The two minor issues raised related to the signing of the annual return before the internal auditor's recommendations were considered, and there being no reference to the minute whereby the document was approved. The Clerk has contacted the internal auditor from JDH Business Services who would liaise in March 2026 to schedule and agree the correct dates in advance to prevent a recurrence of these oversights.

Whilst the invoice for the external audit hadn't yet been received, if it arrived and needed paying before the next meeting in February 2026, Councillors **agreed** that the Clerk could have the delegated power to organise, subject to the limits set out in Financial Regulations.

The notice of conclusion of audit and right to inspect the annual return had been completed by the Clerk and would be added to the website and posted on the village notice board, with inspection available from 5/12/25 onwards.

Budget and Precept Setting

The Clerk circulated a paper on the proposed budget for 2026/27, which had incorporated matters and proposed expenditure discussed by Councillors at November's meeting. This was part of the information to decide the precept requirements from FCC, who had advised that the tax base (ie equivalent amount of band D properties) has increased this year to 285.71 from 272.52, following a decrease in the previous year. The Clerk's paper showed costings for 2 alternatives, either a 0% or a 5% increase in the actual precept amount received from FCC. To keep the precept the same as in 25/26 ie £15,650, on the band D equivalent tax base, this would mean £54.78 annual band D charge, or a £2.65 decrease in Band D charge, ie a percentage decrease of 4.62%. By raising the precept in 26/27 by 5%, this would mean an increase in the Community Council's revenue of £850 to £16,500. On a Band D equivalent tax base, this would mean £57.75 band D charge, or a 32 pence increase, a percentage increase of 0.56%. Note was made of potential additional costs of upgrading the MUGA plus all other anticipated costs and ring-fenced funds factored into next year's budget.

It was therefore **agreed** to submit NCC's precept requirements to FCC based on these deliberations as an amount of £16,500. This would increase the amount of annual revenue by £850, and would represent an annual increase of 32 pence, or 0.56%, to £57.75 on a Band D property.

Donations to local groups.

Requests for financial assistance in 2026/27 had been received from 3 organisations: Nannerch Sports Club, Nannerch Churchyard and Holywell Leisure Centre. All 3 had submitted supporting information and accounts alongside their request. The Chair drew Councillors attention to the amount of budget allocated for this purpose, being £3100, of which £100 would be spent later in the financial year on poppy wreaths for the Royal British Legion. He also commented that fewer requests had been received this time.

Councillor Weston left the meeting during discussions regarding a donation to Nannerch Churchyard (he is treasurer for the Mold Mission Area of churches) and he did not take part in any discussions or decisions about this matter. Councillor Costidell noted her membership of Nannerch Sports Club; as this was a personal interest, this was not considered prejudicial, and she did not leave the meeting.

It was **agreed** to make a donation of: £1250 to Nannerch Church, for maintenance of the churchyard; £1000 to Nannerch Sports Club (NSC) for maintenance of the football pitch; £250 to Holywell Leisure Centre.

In addition, match funding for the MUGA upgrade was discussed, as the Chair of NSC had indicated a likely contribution of £3000. Councillors **agreed** that £2000 from the Council general reserves would be allocated towards the project, as FCC required a commitment in match funding of £5000. The Clerk would now liaise with NSC and Gwella to make the necessary arrangement to progress this project.

Invoice for Armistice Structure.

The Tank cast would be ready later this month, and the invoice was due imminently. This long-standing and very specialised project had a budget allocation of £3000. As the payment would fall due before the next meeting in 2 months' time, Councillors **approved** payment, subject to the necessary checks and balances.

11. Clerk's Update - Correspondence and other items.

The Chair **confirmed** that following discussions at the previous two council meetings, he would now submit the Council's response to the NRW consultation on the proposed Glyndwr National Park, which was in support of this being taken forward.

The Chair & Vice Chair had met with the Clerk to undertake her annual appraisal earlier this evening. The Chair noted his thanks to the Clerk on behalf of the Council.

The Biodiversity Report & Action Plan, previously circulated and discussed with Councillors, required some further additions to include updated examples of actions taken, which the Chair and Clerk would complete before the end of December. Note was made that biodiversity needed to be routinely considered in all actions undertaken by our Council.

The Clerk had previously circulated online training courses available in the next quarter to be delivered by OVW to Councillors, to encourage participation and learning on particular topics. It was **noted** that these would assist in developing skills for adding to the Council's training plan.

12. Reports and Updates from other meetings.

County Councillor Parkhurst advised the meeting as follows:

- He was still awaiting results from the speed strip through the village installed for the week commencing 6/10/25, and would continue to chase up the results to update Councillors.
- FCC issues of note were: the proposed new super catholic school, including the financial impact on the county council's budget, and the travelling requirements for pupils was now out for statutory consultation, with lots of opposition to the proposal; budget setting season was fast approaching with an update available in February; a settlement figure of 2.3% funding from Welsh Government to FCC had been announced.

13. Village Items.

AED Checks. The Chair confirmed that he had scheduled in checks on the 3 defibrillators.

NEXT MEETING: Thursday 5th February 2026 at 7pm.