MINUTES of the proceedings of the Meeting of Nannerch Community Council held at Nannerch Memorial Hall on Thursday 2nd April 2026 at 7pm.

PRESENT:

Councillors H Morgan (Chair), J Costidell (Vice Chair), G Davies, J Morgan-Millington and K Weston. County Councillor A Parkhurst and Jeanne Penn, Clerk.

1. **Public Participation.** The Clerk confirmed that there had been no requests for remote access to the meeting.

2. **To accept apologies for absence.** Councillor J Byrne.

3. **To record declaration of interests from members on any item to be discussed.** None

4. **To confirm and sign the Minutes of the meeting 5th March 2026.** 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. The Clerk advised that the signage had been installed by Core Highways on 27th March at 5 prominent locations throughout the village. No charge had been made for this as a gesture of goodwill to the village. The Chair asked the Clerk to formally convey the Council's thanks to Ethan Turton of Core Highways.

Village Information Board in the Phone Kiosk. The Chair and Vice Chair had agreed the information on the A2 display.

Armistice commemorative structure. The invoice would be authorised for payment at this evening's meeting after which the goods would be delivered to the Chair. Next steps would be to consider siting and mounting the tank cast within the vicinity of the war memorial area.

Historic Plough-request for renovation and re-siting. The Chair advised that John Coed y Brain was working on the renovation.

Annual Litterpick. This took place on Saturday, 7th March, whereby 16 bags of rubbish had been gathered by residents and Councillors. Keep Wales Tidy had asked the Clerk to pass on their thanks to everyone involved.

Tree Damage and Repairs. The Chair and Vice Chair would be picking up the topsoil later this month to re-level the damaged garden area. A quote for repairing the damage to the stone wall was awaited. Once received, the Council would decide on next steps, given that the tree that had fallen and caused damage belonged to a private landowner. In addition, residents in the vicinity on Pen y Felin Road had recently contacted the Community Council regarding action which could be taken if other potentially dangerous trees on this land failed and fell onto their properties. The Clerk circulated the information available on FCC's website to Councillors ('dangerous trees' and 'private trees on neighbouring land') and had written to Dewi Ellis at FCC, who advised that he would shortly be undertaking a visual inspection but if their condition has not changed since he last viewed the trees back in December 2025, then FCC would not be able enforce the owner to carry out any remedial works on tree/s under the Highways Act 1980, Section 154 (2) notice. The Clerk had also contacted SLCC (Society of Local Council Clerks), who advised that the Community Council should not get involved in matters regarding trees on private land which is

the landowner's responsibility and the assets damaged do not belong to the Community Council. It was **agreed** that County Councillor Parkhurst would contact Mr Ellis to establish the current position.

Afforestation Proposal at Penbedw Uchaf.

Following further discussions at the last Community Council meeting, and information being made available to residents via Nannerch facebook, it was **agreed** that the Chair would provide a formal response to Luke Cross, Forestry Manager from Tilhill Forestry, to include designation of a new public rights of way .

MUGA upgrade.

The work had been completed in March, comprising replacing the boards with a netting surround which would be easier to maintain and prevent a build up of vegetation in the autumn and winter months. It was **agreed** that the Clerk would issue the Sports Club with an invoice for £3,000 for their agreed share of payment (see reference in schedule of payments below at item 10).

7. To receive police update and raise any matters.

Crime statistics for February 2026 were not available for this meeting.

Regarding the antisocial behaviour of 4 x4 off roaders trespassing on private land, PCSO Hannah Taylor had advised that the Rural Crime Team had been in the area conducting patrols. She had reported this to Natural Resource Wales as this falls in their jurisdiction and there would be a joint campaign over the summer to try and clamp down on such behaviour, at which time she would contact the Community Council again. It was **agreed** to invite PCSO Taylor to a meeting in the autumn by way of update.

8. To receive Streetscene update and raise any matters

No action plan had been received from Neil Hickie for this month's meeting, despite the Clerk pursuing on 2 separate occasions regarding the outstanding matters of the fallen tree near Pen y Felin chapel, the submitted pothole report, and the toad crossing signage.

It was **agreed** that the Chair and Vice Chair would now complete the final part of the pothole report and submit to the Clerk. A resident had also reported separately the extent of potholes near the junction with the A541 which had been reported by the Clerk to Mr Hickie.

County Councillor Parkhurst **agreed** to contact Mr Hickie to request an update as a matter of urgency.

Note was also made of the damage to the junction sign on Village Road outside Pentre House by the Memorial Hall; it was **agreed** that the Clerk would report this to Streetscene.

9. Flintshire County Council Planning Matters

No planning applications had been received from FCC or decided by FCC since the previous Community Council meeting.

10. Financial Matters

Schedule of Payments

The schedule of payments and supporting invoices for March 2026, totalling £9,209.15, had been reviewed and **approved** by all Councillors, and was signed off by the Chair, the Vice Chair and Councillor Byrne at the meeting as follows:

Payee	**£**	**Payment method**	**Power**
Clerk net salary April 26	308.00	SO on 18/4/26	LGAct 1972 S111/112
HMRC Clerk PAYE April 26	77.00	SO on 18/4/26	LGAct 1972 S111/112
Clerk home working allowance and travel for March 26	29.60	BACS	LGAct 1972 S111/112
Clerk printing March 26	6.49	BACS	LGAct 1972 S111/112
Gordon's Gardens March 26	90.00	BACS	LGAct 1972 S111
OVW membership	96.00	BACS	LGAct 1972 S111
Heat & Beat Forge (Cast Tank)	3,384.00	BACS	LGAct 1972 S145
FCC Gwella Match Funding for MUGA upgrade	5,000.00	BACS	LGAct 1972 S14 para 27
J Costidell (refund for NCC email address fee)	43.06	BACS	LGAct 1972 S142
DoodleIT website hosting	175.00	BACS	LGAct 1972 S142
TOTAL	**9,209.15**		

Gwella Match Funding Scheme for 2026/27

Councillors noted the correspondence from Gwella stating that Nannerch play area had been identified for match funding for 26/27, seeking an expression of interest by the Community Council if required, by 31/5/26. The Clerk had contacted Richard Roberts from Gwella asking for ideas and costings. Mr Roberts would be undertaking a site visit in late April, at which stage he would contact the Clerk. It was therefore **agreed** to defer this item to the next meeting in May.

Cash Book for year end to 31/3/26 and Bank Reconciliation

These documents had been circulated via email to Councillors for review prior to the meeting. It was noted that receipts for the year had totalled £15,803.23, with payments of £10,943.09. This left a closing balance at year end, 31/3/26 of £21,353.66 between the 2 bank accounts. The bank reconciliation showing £16,954.12 in the Business Reserve account and £4,399.54 in the current account was **approved**. The Clerk circulated the first part of the Annual Return in draft format

which showed the year end accounting statement. This would be approved at next month's meeting.

Updated Budget Monitor for 2025/26 and Revised Budget for 2026/27

The budget monitor showing progress month by month over the 25/26 year had previously been shared with Councillors. The Clerk then presented a revised budget for the new financial year which took into account any additional likely expenditure since the budget setting meeting in December 2025, alongside identifying where ring fenced monies had not yet been spent (ie earmarked reserves).

Note was made of the following:

The amount of £3100 for proposed donations/grants remains the same as the budget for the previous year; whilst the Clerk's salary at year end 25/26 was significantly less than budget as she became more experienced in the role, an increase in this year's proposal will reflect any national increase in salary alongside provision for the triennial major external audit work; there is additional provision in the community maintenance figure for potential costs of siting the historic plough plus an increase in gardening hourly rate; whilst the invoice from FCC for MUGA upgrade is actually £5,000, a re-charge to Nannerch Sports Club of £3,000 is shown as miscellaneous income; an additional £3,000 has been included for any match funding required in expenditure; audit costs include an amount for the awaited External Audit report invoice from 24/25 audit; an additional amount has been included in 'services and subscriptions' for extra website services; Councillor allowances assume entitlement for all, so provision must be made in budget; an amount of £500 has been included for 'contingency repairs' to garden area by war memorial following damage caused by tree fall in December 2025; ringfenced monies from 24/25 and 25/26 still to spend as at 1/4/26 are: footpath improvements £3500, armistice memorial and installation £3000, orchard and trees (included in community maintenance budget) £200, replacement noticeboard £1,500, Gwella matchfunding, £4000-totalling £12,200.

Councillors noted the proposals, agreeing to all of the above and therefore the revised budget for 2026/27 was **approved.**

Outstanding Invoices

The Clerk drew Councillors' attention to an outstanding invoice which hadn't yet been received from Audit Wales relating to the external audit from 2024/25 which had been completed in November 2025. The Clerk chased the invoice three times without success over the past 3 months.

Independent Review of Invoice Processing

Councillor Byrne had confirmed via email that she had requested a random sample of 5 payment (10%) made over the 6 months July to December 2025, and her review noted that all processing of paperwork and payment of invoices appeared in order.

Quotes for: Repairs following Tree Fall in December; Defibrillator Pads; Notice Board

The Chair confirmed he was awaiting quotes for the wall repair and the notice board, and would pursue his contact to obtain another quote for the defibrillator pads (Defib Store had quoted £144.80 for 2).

Internal and External Audit Timetables

The Clerk advised Councillors of timescales in order to meet the prescribed deadlines for the audits (1 routine internal, 1 major/full external) as follows:

After 31/3/26, Clerk to commence completing paperwork and uploading relevant documents to the internal audit portal; Clerk to prepare year end accounting and annual governance statements and submit to Councillors via email by 11/5/26 for information and agreement only to NCC meeting on 14/5/26; Clerk to upload the rest of the documents to the internal audit portal and submit alongside the annual returns to internal audit on 15/5/26; between 15/5/26 and 3/6/26, internal auditor will undertake internal audit and request test/sample supporting documentation to be submitted during this 3 week window; internal auditor to complete the internal audit report and annual return and return to Clerk by 3/6/26; Clerk to circulate to Councillors for the meeting on 4/6/26; Councillors to approve the internal audit report and annual return at the meeting that day, with Chair and RFO to sign and date; Clerk to upload the report and return on NCC website and post on notice board for the prescribed 21 days from 10/7/26 to 31/7/26; between 4/6/26 and 7/8/26, Clerk to undertake preparation for the major external audit and submit to the External Auditor; by 30/9/26, the External Auditor should complete the audit, certify the annual return, issue the report and then the Clerk to add to the next NCC agenda and to publish on our website.

Payments to Community Groups

The Clerk reminded Councillors that the 3 awards agreed in December 2025 to Nannerch Sports Club (£1000), Nannerch Churchyard (£1,250) and Holywell Leisure Centre (£250) would be paid to those groups within the next few days. Powers to spend are as indicated in previous awards made to each of these groups.

Schedule of Payments to Members 2025/26

This document, previously circulated to Councillors, was approved. No payments had been made between April 2025 and March 2026, as all Councillors had chosen to 'opt out'. This document would now be added to the website.

Website Providers-DOODLEIT- additional support

The Clerk and Vice Chair had identified that the website needed refreshing and updating, especially as the internal and auditors utilised this to extract information. It was **agreed** that additional support would be required from DOODLEIT, and a provisional quote for basic input would be in the region of £75. As noted above, an additional amount of £250 had been included in the revised budget for 26/27 to reflect any further support required during the year.

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

The Clerk **noted** that she would be attending the following training this month: OVW Module 28-Year End & Audit (8th); FCC Code of Conduct for Clerks (16th) and Wales External Audit for Clerks (16th).

Councillors **approved** the Register/Declarations of Interest for 2025/26 which would now be added to the website.

The Clerk **noted** that she would circulate the Allowances/Opt Out forms for 2026/27 for Councillor completion and return.

Note was made of the road closure on 30/4/26 for 1 day up to 5 days on Village Road between junction of A541 and Ffordd y Waen for Openreach work.

12. Reports and Updates from other meetings.

County Councillor Parkhurst advised the meeting as follows:

- FCC was in 'pre-election protocol' period , hence the Catholic school reorganisation proposals had been suspended and consultation would start again after the elections
- FCC's AGM would take place in May
- A Nannerch resident had raised the issue of 'quiet lane status' which he was pursuing, and may help with speed limits and traffic calming measures
- 'Go Safe' were still reviewing the results following the speed strip monitoring
- He continues to pursue the issue of a safety barrier on Sarn Mill Hill

13. Village Items.

AED Checks. The Chair confirmed checks had been made in accordance with the schedule.

Nannerch School request for funding. The Clerk had received an email request from the school for repairs to the trim trail and replacement of a kissing gate for security reasons. The Clerk had spoken to Gwella who were unable to financially support the trim trail repairs. The Clerk had forwarded the criteria for awards to the school and requested that applications should be submitted in time for the Community Council's meeting in December.

S6 Biodiversity Duties. The Clerk had contacted Sarah Slater, Biodiversity Officer from FCC, to request additional information about grants available for projects to enhance biodiversity in Nannerch. Sarah would be contacting the Clerk next month and undertake a site visit to explore options available to assist the Community Council in meeting their duties.

NEXT MEETING AND AGM: Thursday 14th May 2026 at 7pm. Note change of week due to elections.