

SEALAND COMMUNITY COUNCIL

**MINUTES OF THE ANNUAL FINANCE MEETING OF COUNCIL HELD ON 9th DECEMBER 2019
AT SEALAND PRIMARY SCHOOL.**

PRESENT: Councillors Barbara Hinds (Chair), Jean Fairbrother, Chris Jones (County Councillor), Bob James, Mary Southall, Mike Walker, and David Wisinger.

Two members of the public.

Peter Richmond: Clerk and Financial Officer.

19/183 APOLOGIES FOR NON-ATTENDANCE

Apologies were received and accepted from Councillors Norman Jones, Mikael Khan and Alex Lewis

The Clerk reported that he had received an email from Councillor Rhondda Whittaker on 7th December 2019 advising that owing to current and future commitments she will not be able to undertake her Parish Council duties. The Councillor said that she has enjoyed her time on the Community Council, but it is with regret that she must tender her resignation with immediate effect. She wishes everyone a Happy Christmas and a Prosperous new year. The Clerk advised that he had acknowledged receipt of the resignation.

The Clerk reported that he has advised the County Council's Electoral Officer about the vacancy and that council will need to issue a public notice to the affect that a casual vacancy has occurred in the office of Councillor for the Community Council of Sealand following the resignation of Councillor Rhondda Whittaker

The Clerk also advised that Councillor Shelley Weber has not attended a meeting since May 2019. A councillor is disqualified if they do not attend a meeting in 6 months. As a result, she is now disqualified from office. The Councillor has been advised of this.

The Clerk reported that he will advise the County Council's Electoral Officer about the vacancy and will ask whether the required public notices can detail both of the above vacancies.

RESOLVED - that the report be noted.

**19/184 NOTICE UNDER LOCAL GOVERNMENT ACT, 1972 (Section 87(2))
VACANCY FOR A COUNCILLOR**

The Clerk advised that the public notice was issued on 2nd December 2019 to the affect that a casual vacancy has occurred in the office of Councillor for the Community Council of Sealand following the disqualification of office of Councillor Sarah Wilson

Rule 5(2) of The Local Elections (Parishes and Communities) (England and Wales) Rules, 2006 now applies.

The rule allows TEN ELECTORS for the Community in which the casual vacancy has arisen to request the Returning Officer to hold an election to fill the vacancy. That request must be made within FOURTEEN DAYS, calculated in accordance with the rules, of the date of this notice.

The fourteen-day period ends on 20th December 2019.

If no request is made the Community Council must, as soon as practicable after the expiry of the fourteen-day period, co-opt a person to fill the vacancy.

The Returning Officer's address is Flintshire County Council, County Hall, Mold, Flintshire. CH7 6NR and the telephone number for further guidance is 01352 702329.

The said notice has been attached to the council's notice boards and the council's web site

RESOLVED – that the report be noted.

19/185 CODE OF CONDUCT DECLARATION OF INTEREST

No declarations were submitted at the beginning of the meeting.

19/186 CHAIR'S REPORT AND ACTIONS SINCE 18th NOVEMBER 2019

The Chair advised that she has not attended any recent meetings.

RESOLVED – that the report be noted.

19/187 MATTERS RAISED BY THE PUBLIC

No matters were raised.

19/188 MINUTES OF THE MEETING OF THE COUNCIL HELD ON 18th NOVEMBER 2019

RESOLVED - that the minutes of the meeting of the meeting of Council held on 18th November 2019 be confirmed as a true and correct record.

19/189 CHAIR'S FUND

The Clerk reminded Council that the agreed spend for the Chair's Fund for the 2019/20 financial year is £800.00. The Chair's fund has been used for payments of a total of £450 leaving £350 to be allocated.

The Clerk proposed the following expenditure from the Chair's Fund – refund of £60 to the Chair for her 6 grant payments of £10 that she gave when attending recent civic services.

Payments being made under expenditure powers - Ancillary Power Local Government Act 1972 (S11).

RESOLVED – that the payment outlined by the Clerk be supported and noted that the spend now totals £510.

19/190 POLICE ISSUES

The Clerk advised that Inspector Gareth Cust is unable to attend the meeting.

The previous report was -

1. Riverbank cycle path - Shotton to Chester (in particular by the Railway Bridge / John Summers old offices) – Drugs Problem.
This area continues to be visited by the Police.
2. Ferry Lane – Drugs Problem
No recent reports have been given to the Police.
3. Garden City – Drugs Problem
4. Community Speed Watch - Councillor Mike Walker advised that -
 - a) he hasn't undertaken any further speed watch checks since 24th May 2019.
 - b) he is still waiting to hear from John Morris regarding the availability of speed watch road signs.
 - c) the county council will need to agree on the location of the signs and arrange for their installation.

The Clerk will remind the Inspector that a reply is still awaited from John Morris.

5. Cars are still doing U-turns – traffic lights Sealand Road/ Seahill Road.
Police have previously said they will continue to visit the location.

Wayne Jones has been asked whether the central reservation coming from the traffic lights towards Old Sealand Road could be extended. And could the slipway from the A548 to Seahill Road be closed off.

Action – the Clerk will request a reply from Wayne Jones.

6. CCTV and laptop –The Inspector previously advised that the issue is being reviewed.

The Clerk previously reminded the Inspector that Council has agreed to pass ownership of its CCTV to the Police thus enabling the Police to not require the

involvement of a third party

RESOLVED – that the report be noted.

19/191 FLINTSHIRE COUNTY COUNCIL ISSUES.

a) Water Leaking from the sides of the underpass - Foxes Lane

Wayne Jones has previously advised that the water leaking from the walls all work that is possible has been completed so he is not sure what else can be done.

RESOLVED – that Wayne Jones be asked to arrange for the underpass to be cleaned

b) Ferry Lane Footbridge – Noise Nuisance

The Clerk reported that he had today been informed by Mark Middleton on 29th November 2019 that he met with the Structural Engineer on the previous day. He has familiarised himself with the construction of the parapet fence and the issues.

Mark will be contacting one of the residents to get some more detail on any particular wind direction that causes the vibration / noise. The Clerk has asked Peter Siddorn to contact Mark.

Next time it is windy Mark will visit the bridge.

RESOLVED – that the report be noted.

c) Car Sales – Sealand Road / Land St. Bartholomew’s Court

The Clerk referenced the report provided at the June 2019 meeting as provided by Karl Slater. Following the previous meeting the Clerk had emailed Karl Slater twice requesting an update. A reply has not been received.

RESOLVED – that Karl Slater at Flintshire County Council be again asked to provide an update report regarding this site.

d) Land opposite St. Bartholomew’s Church – The Spinney

RESOLVED –the matter be deferred.

e) Deeside Lane – Various Issues

RESOLVED –the matter be deferred.

f) Car Park – Welsh Road (Griffiths Pharmacy) Stopping Up Order)

RESOLVED –the matter be deferred.

g) Speed Limit – Ferry Lane – 30 mph

Claire Parry has advised that the Authorities Speed Limit Review is still to be completed.

RESOLVED – that the report be noted.

h) Dandy’s Top Soil – Sealand Road

The Clerk referenced the report provided at the June 2019 meeting as provided by Karl Slater. Following the previous meeting the Clerk had emailed Karl Slater twice requesting an update. A reply has not been received.

RESOLVED – that Karl Slater at Flintshire County Council be asked to provide an update report regarding this site.

i) Sealand Ditches – Site Meeting and Detailed Report

The Clerk advised on an email received on 6th December 2019 from Neil Parry that reported that he has undertaken an inspection in Sealand and wrote last Thursday to two properties at Deeside Crescent asking them if he could inspect the watercourse at the rear of their properties.

A reply has not been received so Neil has written again. Neil says it is important that he inspects the watercourse in these rear gardens prior to arranging a site meeting. This inspection is pertinent to flooding at Church Cottages but if there are additional areas concern it may worthwhile looking at them in the meantime whilst I attempt to gain access to these properties.

The site meeting can be held next Wednesday or Thursday next week or Tuesday or Wednesday the following week.

The Clerk advised that the NRW have responded to his request outlined below – the reply was emailed to all members of council on 6th December 2019

- i) a map of the whole of Sealand showing all rivers and drainage ditches, with the direction of flow clearly marked. The maps need to be before the A494 road improvement works were started and to.
- ii) to advise on the consequences of too much effluent being put onto fields, with the run off going into adjacent ditches, will this effluent encourage more than normal growth of plants in the ditch, thus blocking them up.
- iii) to be advised on how much effluent can be put onto the land on annual basis.

RESOLVED – that the reports be noted and for the County Councillors to contact Neil Parry to arrange for the site meeting to be convened and requesting that Neil Parry ensures that a representative from the NRW is in attendance.

j) Pot Holes – Foxes Lane, Manor Road and Claremont Avenue

it was reported that the potholes have been filled in at Foxes Lane and Manor Road. Claremont Avenue is due to be resurfaced in the new year as a part of the resurfacing works program this will be done before the start of the next financial year.

RESOLVED – that the report be noted.

k) Deeside Industrial Park – large amount of dumped plastic at AD Recycling

Councillor Bob James advised that the majority of the bales have now been removed.

RESOLVED – that the report be noted.

l) Matched Funding Scheme – 2019/20 – Play Equipment

The Clerk advised that he has been informed by Richard Roberts Play Design Officer that the £5,000 Match funding has been approved, a scheme will be prepared and presented in due course.

RESOLVED – that the report be noted.

m) Keep Wales Tidy Project

Wayne Jones advised that he will he update Council on this project at the next meeting.

RESOLVED – that the report be noted.

o) Vehicle being driven on to grass verge at Meadow View, Sealand Manor

RESOLVED – that John Allen at Flintshire County Council be advised about the council's concern that the occupier of No 14 is parking on the grassed area in front of No 16 and requesting whether arrangements can be made to request the occupier of No 14 to stop. The grassed area is churned up and will become a mud bath.

19/192 COUNCIL'S STREET LIGHTING

The Clerk advised that all of the Council's 89 lights are working.

All of the replacement 2018/19 columns have been installed and 8 have been connected to the mains supply. The replacement column for No 86 on Sealand Avenue has now been installed but not yet connected to the mains supply. The original columns need to be

removed. This will reduce the council's lighting stock to 80 at 1st April 2020

Council has for the 2020/21 financial year council has agreed to upgrade and have adopted the following lights 9 light 107 and 108 on Stafford Road, 110 to 113 on Maplewood Avenue and 116 to 118 on Queens Road. That just leave 119 and 120 to be replaced at Dee Road. This will reduce the council's lighting stock to 71 at 1st April 2021.

In 2010 council had a total of 167 lights.

RESOLVED – that the report be noted.

19/193 **SECTION 137 – LOCAL GOVERNMENT ACT 1972**
PAYMENT OF GRANTS

The Clerk advised that appropriate sum for the S137 Expenditure Limit for the purpose of Section 137 (4) (a) of the Local Government Act 1972 for the calculation of the Free Resource Base is based on the local population taken from the current electoral role.

The amount per elector is £8.12 and this applies to the 2019/20 financial year. The recently issued electoral role from Flintshire County Council indicates a total of 2121 (Sealand East 861 and Sealand West 1260). The amount per elector is £8.12 producing a total of £17,222.52

The expenditure on free school milk comes under well-being (Local Government Act 2000, Sections (1-5) - this power is again restricted again by the S137 limit (£8.12 in 2019/20).

For the 2019/20 financial year the grant allocation is £2,200. And the school milk estimated expenditure for 2019/20 is £3,500. The total being £5,700.00.

Spent so far is £2,500 relating to grants and £1,398.52 for school milk.

RESOLVED - the –

- a) report be noted.
- b) in accordance with Section 137 of the Local Government Act 1971 that the Council should award a grant of £150 to Eye to Eye which is in the best interests of the area and its inhabitants.

19/194 **PLANNING APPLICATIONS**

The Clerk advised on the planning applications received from Flintshire County Council.

060222 - Application for approval of reserved matters following outline approval (058990) at Plot A, The Airfields RAF Sealand South Camp, Welsh Road, Sealand, Deeside, CH5 2RD

060637 - Proposed temporary building with on open site. Enclosure of existing canopy at Fourth Avenue, Deeside Industrial Park, CH5 2NR

060659 - Two storey side extension and single storey rear extension at Bridge Farm, Green Lane East, Sealand, Deeside, CH5 2LH

RESOLVED – that no objections be raised in respect of the reported planning applications.

19/195 ACCOUNTS FOR PAYMENT

The Clerk advised that he has submitted the council’s application for its claims for the 2019/20 school year to the Rural Payments Agency. Approval is awaited.

RESOLVED: - that –

- i) the under mentioned accounts be approved for payment.
- ii) it be noted that the Lloyds Bank charges for the period as previously notified to Council – £5 per month.

Cheque No	Payable to	Details	Amount	VAT	Vat Code	Expenditure Powers
003308	The Society of Local Council Clerks	Annual Subscription	£140.00			Miscellaneous Powers LGA 1972 (S111)
003309	P. Richmond	Salary etc. – December 2019	£703.02			Local Govt Act 1972 (S112)
003310	HMRC	PR – Income Tax December 2019	£300.80			Local Govt Act 1972 (S112)
003311	Jolora Ltd	Standard Hosting Package and Domain Name Renewal – Annual Charges	£228.00	£38.00	294456859	Local Govt Act 1972 (S142)
003312	Eye to Eye	Grant	£150.00			Local Govt Act 1972 (S137)
003313	Jolora Ltd	Monthly Web Maintenance Charges	£192.00	£30.00	294456859	Local Govt Act 1972 (S142)
003314	Councillor Barbara Hinds	Refund – Chair’s Fund	£60.00			Ancillary Power Local Government Act 1972 (S11).

Total Spend			£1,773.82	£68.00		
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19/196 INCOME

The Clerk advised that Council had received the following income –

Lloyds Bank	Interest payments	£2.15
Total		£2.15

RESOLVED – that the income be noted.

19/197 CORRESPONDENCE

The Clerk advised that some general correspondence had been emailed to members of council which did not need reporting at the meeting.

RESOLVED - that the report be noted.

19/198 FRIENDS OF SEALAND – BUILDING PROJECT – ST. BARTOLOMEW’S CHURCH

It was reported that the next meeting of the project group is being held in a weeks’ time - a progress report will be given at the next meeting of council.

RESOLVED - that the report be noted.

19/199 PROVISION OF A BENCHES AT STONELEIGH CLOSE – GARDEN CITY

RESOLVED – that Wayne Jones be asked to arrange for the council seat formerly on the riverbank bank footway to be relocated to Stoneleigh Close.

19/200 SUMMARY OF ACCOUNTS – 2019/20 FINANCIAL YEAR

The Clerk outlined the finalised expenditure and income for 2019/20 financial year up to cheque number 003313

RESOLVED – that the report be noted.

2019/20 Financial Year	Actual	Anticipated	Difference
Income			
General Admin Inc. Precept	£38,000.00	£57,000.00	-£19,000.00
Bank Interest	£11.68	£22.00	-£10.32
Insurance Claims / Refunds	£0.00	£0.00	£0.00
VAT Refund	£639.67	£308.00	£331.67
Milk Claims	£259.62	£500.00	-£240.38
Total	£38,910.97	£57,830.00	-£18,919.03
Expenditure	Actual	Anticipated	Difference
Bank Charges	£40.00	£60.00	£20.00
Chairman's Fund	£450.00	£800.00	£350.00
Staffing Costs	£7,994.23	£10,120.00	£2,125.77
General Admin Costs	£1,851.63	£4,200.00	£2,348.37
Council Web Site	£1,918.00	£2,304.00	£386.00
Insurances	£811.20	£1,000.00	£88.80
Defibrillator – LGA Act 2000(S2)	£0.00	£75.00	£75.00
Play Schemes and New Equipment	£4,877.90	£10,500.00	£5,622.10
Highways	£0.00	£0.00	£0.00
Street Lighting	£3,809.26	£24,900.00	£21,090.74
CCTV Maintenance	£0.00	£250.00	£250.00
Grants – Section 137	£2,500.00	£2,200.00	-£300.00
School Milk – Section 137	£1,398.52	£3,500.00	£2,101.48
Total	£25,650.74	£59,809.00	£34,158.26

Current Summary	Balance as at 31 March 2019 including £25,000 contingency fund.	£38,499.21
	Total expenditure	£26,650.74
	Total income	£38,910.97
	Balance in year spend	£13,260.23
	Overall balance as at 9th December	£51,759.44
	VAT Costs for 2019/20 financial year	£371.56
End of Year Prediction	Balance as at 31 st March 2019	£38,499.21
	Total anticipated expenditure	£59,809.00
	Total anticipated income	£57,830.00
	Anticipated balance for the year	-£1,979.00
	Anticipated Overall Balance as at 31st March 2020	£36,520.21

19/201 REQUEST FOR PUBLIC TO BE TEMPORARILY EXCLUDED FROM THE MEETING

RESOLVED: - that in view of the special nature of the business to be transacted it is advisable in the public interest that the public is excluded.

19/202 FINANCIAL REPORT – 2019/20 and 2020/21

The Clerk advised: -

- a) that a precept is an order to the charging authority – Flintshire County Council to pay a requested sum to the precept authority – Sealand Community Council and that the schedule of payment from Flintshire County Council will be 3 equal instalments – on the last working days of April, August and December.
- b) that appropriate sum for the S137 Expenditure Limit for the purpose of Section 137 (4) (a) of the Local Government Act 1972 for the calculation of the Free Resource Base is based on the local population taken from the current electoral role. The amount per elector is £8.32 and this applies to the 2020/21 financial year – an increase from £8.12. The recently issued electoral role from Flintshire County Council indicates a total of 2121 (Sealand East 861 and Sealand West 1260). The amount per elector is £8.32 producing a total of £17,646.72.
- c) on details of anticipated income and expenditure for the 2019/20 and 2020/21 financial years.
- d) the Clerk is contracted for a working week of 14 hours. Payment is net with the Council deducting income tax at 40% on the full income and making payment to the HMRC.
- e) in the past council has paid an amount to cover costs incurred wholly, exclusively and necessarily in the performance of the office of the Clerk to the Council. This covers the essential use of the Clerk's private telephone, mobile phone, dedicated computer, dedicated laptop, independent back up devices, broadband line, scanner, office storage and a contribution towards the heating and lighting cost for maintaining a room dedicated as an office. These have been reviewed to ensure that the Clerk is not subsidising the council and the amount for 2020/21 is proposed at £1650 - £137.50 per month.
- f) that non-IT expenses incurred in carrying out his duties are also reimbursed. The expenditure being incurred on behalf of the Council as part of its administration and running cost, i.e. stamps and travelling expenses. NJC rate for Casual Users / HMRC approved mileage rate being paid for car mileage within Sealand and as required mileage to venues outside Sealand – £0.45p per mile.
It was noted that the members of council still wish to have agenda, minutes and reports printed by the Clerk.
- g) the estimated income for the current 2019/20 financial year is £58,060 and estimated expenditure is £56,143. The opening balance at 1 April 2019 was £38,499. The estimated opening balance at 1 April 2020 is £40,416 assuming all planned expenditure takes place which may not be the case.

RESOLVED: -that the report be noted together with the agreed payment to cover the Clerk's expenditure in providing most of the IT facilities necessary to carry out his role as Clerk plus

a contribution towards the use of his telephones /broadband line and his dedicated office room.

19/203 PAYMENTS TO THE CLERK AND CHAIR'S FUND

RESOLVED: - that the following be agreed for 2020/21 -	£
• Chair's Fund	800
• Clerk's Salary	9,019
• Clerk's payment to cover essential IT costs / phones / and office provision	1,650
Total	£11,469

19/204 PAYMENT OF GRANTS – FREE RESOURCE ACCOUNT

RESOLVED: - that –

i) grant payments for the 2020/21 financial year be restricted to a maximum of £150 apart from Sealand Primary School who should receive up to a maximum of £1,000.

ii) Free Resources Fund should be £2,500 - **Total - £2,500**

19/205 PROVISION OF SCHOOL MILK – SEALAND PRIMARY SCHOOL

RESOLVED: -that Council should continue to provide milk to the pupils of Sealand Primary School ages 7+ to 10+ - gross anticipated cost £2,800. **Total - £2,800**

19/206 PLAYLEADER SCHEMES 2019 AND PLAY AREA IMPROVEMENTS

RESOLVED: - that Council should –

i) support both proposed Play Schemes – overall estimated cost £5,500 which includes the cost for the provision of gazebos and seating for both sites

ii) advise the Head of Leisure Services of its decision.

iii) allocate £5,000 for possible matched funding for play equipment.

Total - £10,500

19/207 STREET LIGHTING

RESOLVED: -that the following be allocated

Energy	£2,800
Repairs and Maintenance	£2,900
New / Replacement Columns minute 19/192)	£18,000 (9 lights – refer to
Total	£23,700

19/208 **OTHER AREAS OF EXPENDITURE**

RESOLVED: - that the following funds be allocated: -

Election Costs	£0
Bank Charges	£60
Street Furniture Repairs	£400
CCTV Repairs	£250
Defibrillator	£75
Insurances	£875
Stationery	£125
Annual Subscriptions	£520
Audit Fees	£490
Conferences - attendance	£260
Council's Web Site	£2,304
Postage / Mileage	£1,000
Engraving Chain of Office	£10
Data Protection Registration	£35
Car Park improvements – Welsh Road	£2,500
Total	£8,904

19/209 **PRECEPT 2020/21**

The Clerk advised that the Council had agreed to an indicated estimated expenditure of £59,873 for the 2020/21 financial year.

Estimated income excluding precept for the 2020/21 financial year is £822. Estimated opening balance at 1st April 2020 is £40,416. To achieve an estimated balance at 1st April 2021 of £38,000 a precept of £56,635 is required.

After a full discussion it was agreed to set a precept of £57,000.

The Clerk advised that the County Council require the completion of a precept mandate form to be signed by the Chairman and Clerk. The Clerk outlined the form -

Current year's precept – 2019/20 - £57,000

Current Tax Base of equivalent Band D properties is £1,176.83

The current Band D charge is £48.44

The precept for 2020/21 - £57,000

Tax Base for 2020/21 of equivalent Band D properties is £1,163.00

The band D charge for 2020/21 will be £49.01

The increase in the Band D charge amount is £0.57

The percentage increase in the 2020/21 Band D charge compared to the 2019/20 Band D charge is 1.18%

RESOLVED: - that the –

- i) precept for the 2020/21 financial year be set at £57,000 and for Flintshire County Council to be advised accordingly and for the Clerk and Chairman to sign the required precept mandate.
- ii) Clerk be thanked for his usual excellent and informative and very clear financial report.

19/210 COUNCIL RESERVES – 2020/21

The Clerk made reference to the council’s policy on Financial Reserves and advised that the recommended amount to be held in reserves for contingency purposes is proportionately 6-9 months of gross expenditure – estimated expenditure for 2020/21 is £60,523 – 6 months is equivalent to £30,262.

RESOLVED – that of the estimated carry forward of £40,416 at 1st April 2020 an amount of £25,000 will be held as a Contingency Reserve to assist cash flow in the event of unforeseen occurrences. The remaining funds being required to cover council expenditure until the first precept payment is made by Flintshire County Council during the 2020/21 financial year. The Council’s Policy on Reserves will be amended accordingly.

19/211 MATTERS RAISED BY MEMBERS OF COUNCIL

- Samaritans signs to be provided at the Saltney Ferry footbridge – Wayne Jones advised that the posts are in place for the signs.
- Wheelabrator – can a further visit be arranged for members of council. Councillor Alex Lewis to arrange.

19/212 MATTERS RAISED BY MEMBERS OF THE PUBLIC

No matters were raised.

19/213 DATE OF COUNCIL’S NEXT MEETING – 20th JANUARY 2020

RESOLVED – that the 2020 meetings be held on – 20th January, 10th February, 16th March, 20th April, 18th May, 15th June, 13th July, 21st September, 19th October, 16th November and 14th December.

19/214

IN ACCORDANCE WITH SEALAND COMMUNITY COUNCIL'S CODE OF CONDUCT - DECLARATION OF INTEREST

Council Member	Item	Minute Reference
	No Declarations were made	

The meeting opened at 6pm and closed at 7.50 pm

..... Signed 20th January 2020
Chair of the Council.