

**SEALAND COMMUNITY COUNCIL**

**MINUTES OF THE MEETING OF COUNCIL HELD ON 16<sup>th</sup> NOVEMBER 2020 ON LINE VIA GO TO MEETING**

**PRESENT: Councillors** Barbara Hinds (Chair), Gwyneth Bullock, Jean Fairbrother, Ashley Griffiths, Bob James, Chris Jones (County Councillor), Norman Jones (Vice - Chair), Alex Lewis, Mary Southall, Mike Walker, Brian Ward and David Wisinger.

Peter Richmond: Clerk and Financial Officer  
One member of the public.

**20/129        MATTERS RAISED BY THE PUBLIC**

No matters were raised

**20/130        APOLOGIES FOR NON-ATTENDANCE**

Apologies were received and accepted from Councillor Mikael Khan

**20/131        CODE OF CONDUCT DECLARATION OF INTEREST**

No declarations were submitted at the beginning of the meeting.

**20/132        CONTINUATION OF ON LINE COUNCIL MEETINGS**

RESOLVED – that Council will continue holding its meetings on line and will keep under review as and when further Covid advice has been issued.

**20/133        CHAIR’S REPORT AND ACTIONS SINCE 19<sup>th</sup> OCTOBER 2020**

The Chair advised that she had not attended any meetings since the previous Council meeting on 19<sup>th</sup> October 2020.

RESOLVED – that the report be noted.

**20/134        MINUTES OF THE MEETING OF THE COUNCIL HELD ON 19<sup>th</sup> OCTOBER 2020**

RESOLVED - that –

- i) the minutes of the meeting of Council held on 19<sup>th</sup> October 2020 be confirmed as a true and correct record.
- ii) Clerk should visit the Chair to obtain a signed copy of the said minutes for record retention.

**20/135**

**CHAIR'S FUND 2020/21**

The Clerk reminded Council that the agreed spend for the Chair's Fund for the 2020/21 financial year is £800.00. Payments being made under expenditure powers - Ancillary Power Local Government Act 1972 (S11).

The Chair proposed a payment of £50 to each of the following -

Eye to Eye, Sealand Happy Group, Leprechaun Monday Club, Calendar Girls Bingo, St. Bartholomew's Church, Sealand Primary School and the Sealand Manor Resident's Group

RESOLVED – that the Chair's proposed spend as outlined above be agreed.

**20/136**

**POLICE ISSUES**

Inspector Gareth Cust has advised that he will shortly be transferring away from the Deeside area. The Clerk advised that he has not received any updated from the Police.

1. Riverbank cycle path - Shotton to Chester (by the Railway Bridge / John Summers old offices) – Drugs Problem.

Inspector Gareth Cust has previously advised that the police will patrol in order to disrupt as much as possible. The Inspector has asked that councillors or residents should report any matters as they happen so that the Police can target their response and be more effective.

2. Drugs Problem –Garden City

The County Councillor has previously advised that the Police have indicated that they will provide additional patrols.

3. Community Speed Watch – Seahill Road, Foxes Lane and Welsh Road.

Councillor Mike Walker advised that no further speed watches had been undertaken.

Mike has asked John Morris at North Wales Police to provide new Hi-Viz jackets that state NWP. Mike will ask John Morris whether he can run an exercise in traffic monitoring at Ferry Lane i.e. how many cars and what speeds they are doing. The reason for this is to assist with the review of the speed limits on Ferry Lane.

Note - Power to purchase a speed radar gun is - Power of Wellbeing 2000.  
Expenditure to go against Council's S137 limit.

4. Ferry Lane Residents Association - concern of motorbikes crossing from Saltney over the River Dee footbridge and then proceeding with great speed and noise along the cycle path towards Chester along the riverbank until they reach Bumpers Lane where

they use a rough wooded area next to the old tip as a scrambling venue. It was reported that this is still on going. Important that that residents should report any matters as they happen so that the Police can target their response and be more effective.

5. Problems of serious anti-social behaviour.

The County Councillor advised that the situation continues across Garden City and there is a serious lack of police involvement.

It was agreed that the matter should be referred to Inspector Gareth Cust and to the Police Commissioner for North Wales.

RESOLVED – that the reports be noted.

**20/137      FLINTSHIRE COUNTY COUNCIL ISSUES.**

**a)      Underpass - Foxes Lane**

The Clerk advised that he has no further information to report on

RESOLVED – that Wayne Jones be asked to arrange for the removal of the leaves that have collected in the underpass.

**b)      Ferry Lane Footbridge – Noise Nuisance**

Earlier today Ian Bushell advised the Council commissioned a Structural Consultant to investigate the noise / vibrations made by the bridge in certain weather conditions. The consultant has also been in discussions with the manufacture of the handrails and other County's with a similar bridge design. It is Ian's understanding that the consultant has been out to view the bridge in different conditions over the past few weeks and spoken to local residents within the area.

Ian has a meeting this week to discuss their findings and will review the recommendations.

RESOLVED – that the report be noted.

**c)      Car Sales – Sealand Road / St. Bartholomew's Court**

Earlier today Mark Harris advised that from an officer perspective, and whilst there is no objection to the principle of development at this location, the issue of the acceptability of the security lighting as you have referenced, remains of fundamental concern. Mark has been in further contact with the Pollution Control Officer who previously visited the site with Ian and residents to address this matter. Pollution Control have been asked to provide details of the adjustment necessary i.e. max height of the lighting and introduction of a cowl to meet light pollution concerns.

RESOLVED – that the report be noted

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

RESOLVED – that the matter be deferred.

**e) Deeside Lane - Unadopted**

The County Councillor referred to a detailed email she had received from a local resident about the condition of the unadopted Deeside Lane and their request to seek help in improving the condition of the road.

Members of Council agreed that as Deeside Lane is unadopted the only course of action is with the owner of the said road.

RESOLVED – that the report be noted.

**f) Car Park – Welsh Road (Griffiths Pharmacy)**

RESOLVED –the Ian Bushell / Paul Edwards be asked to provide an update on the proposed car parking provision at this location.

**g) Speed Limit Review – Ferry Lane – 30 mph**

Joanne Barry advised Council on 10<sup>th</sup> November 2020 that whilst the workloads associated with the Authority’s Speed Limit Review and other Traffic Regulation Orders are delayed due to the COVID-19 pandemic, Officers have looked into your request for a 30mph speed limit on Ferry Lane.

An assessment has been made and unfortunately Ferry Lane does not qualify for a reduction in speed limit to 30mph. A 30mph speed limit is the standard speed limit in villages, which is considered as having 20 or more houses and key buildings such as a church, shops or a school.

The vast majority of the rural road network is subject to the national speed limit of 60 mph on single carriageway roads, and 70 mph on dual carriageways. On many of these roads, the majority of drivers are travelling below – sometimes significantly below – the speed limit because of the characteristics of the roads. This is especially evident on the C and Unclassified roads where the geometric characteristics include many narrow roads, bends, junctions and accesses.

Joanne has arranged for two additional ‘pedestrians walking’ warning signs to be erected near to the Caravan Park.

The Clerk replied to Joanne on 11<sup>th</sup> November 2020 advising that her email has been circulated to members of Council and to the Ferry Lane Residents Association.

Council will discuss the reply at its meeting on this coming Monday but I know there will be both disappointment and concern with the outcome as Council and the Ferry Lane Residents Association consider there is a definite need for a 30mph speed limit

This is a single road used by significant numbers of cyclists, walkers and horse riders. The road is straight which encourages motorists to drive at speeds far too high for the prevailing road conditions.

Ahead of the meeting can I ask if there is an opportunity to have the outcome reviewed and also can additional road safety measures be provided to improve the road safety for all users. A reply is awaited.

Ian Bushell advised earlier today that he has copied in Richard Flood (Transport Strategy Manger) who manages the WG bids on behalf of StreetScene. Richard will be able to advise on possibilities of future Safer Routes in the Community's bids and it may be worth investigating Active Travel measures for Ferry Lane as I know this is a promoted cycle route on our integrated mapping system. Richard Flood has now been asked about this. The County Councillor advised that she has also sent an email to Richard Flood requesting the same.

RESOLVED – that the report be noted.

#### **h) Dandy's Top Soil – Sealand Road**

On 22<sup>nd</sup> October 2020 Karl Slater advised that he has spoken to the Enforcement Officer and they confirmed that they hadn't had a complaint regarding the containers on site to date. Karl has received an e mail from them on 22<sup>nd</sup> October 2020 and they are going to register it and will contact Council in due course.

RESOLVED – that Karl Slater at Flintshire County Council be asked to provide full details of planning approvals for this site and to comment upon all the activities undertaken on the site that haven't received planning approval. The email to Karl should be copied into Mandy Lewis, County Councillor Chris Bithell, Matthew Georgio and Andrew Farrow.

#### **i) Sealand Ditches – Site Meeting and Detailed Report**

Neil Parry advised earlier today that from his viewpoint water levels are a much better indicator than inspecting a dry ditch.

The farmer has cleaned out the ditch alongside Deeside Lane and then at the back of Deeside Crescent. A householder has cleared out his ditch on Deeside Crescent and Jones Bailers have cleaned out their ditch to where it discharges into the Waterloo Drain. So, this section of watercourse should now convey flows much better than last year. The only

section that I don't think has been cleaned out is from the headwall down to Deeside Lane but this will be monitored.

The section of ditch running parallel with Seahill Road to the Fisheries was inspected earlier this year and had been cleaned out since my previous inspection as far as where it turns through 90 degrees. However, the Environment Agency will not maintain this downstream section unless properties are at imminent risk of flooding.

Councillor David Wisinger responded regarding the culvert outside 7 Church Cottage. He is still concerned that the pipe is submerged under water, considering there has been very little rainfall. What therefore can be done to stop the water back flowing down the pipe, onto Old Sealand Road and causing a risk of flooding to properties. This year the houses came very near to being flooded when we experienced heavy rainfall. David also advised that where the culvert is submerged, (to the right opposite the car sales) the ditch has got large trees growing in it. These need to be removed and the ditch needs clearing, otherwise this could lead to flooding. We are entering Autumn now and the weather is already changing. These ditches have not been maintained for over twenty years.

Neil Parry responded – the last time he inspected the outfall from Church Cottages on the far side of Sealand Road there was only a small depth of water in the watercourse and the discharge pipe was clearly visible. The watercourses alongside Deeside Lane, around Deeside Crescent and onwards as far as the Waterloo Drain have all now been cleaned out which should improve matters. Neil has asked Wayne Jones to inspect the outfall when he is in the vicinity and update. If you have any further flooding of the gully adjacent to your property please let me know.

Neil said I assume you are referring to the Texaco Garage. Neil will have another look at this watercourse when I am in the area next which will assist me in moving this matter forward.

RESOLVED – that the Clerk will liaise with Councillor Mike Walker to agree on a reply to Neil Parry.

Note – on 17<sup>th</sup> November 2020 Neil Parry advised that he will inspect the watercourse opposite Church Cottages to Deeside Lane and as far as the car sales and if he considers that is likely to cause the flooding issues he will then see if he can persuade the Riparian Landowner/s to clean out the watercourse.

The watercourse under Seahill Road through to the Fisheries and beyond is classified as Main River and is within the remit of NRW in Wales and The Environment Agency in England. The Environment Agency have advised Neil that they will only undertake maintenance works on their Main River ditches if there is likely to be a significant risk of internal flooding to property. They have visited the area and concluded that there is currently no imminent risk to property and consequently because budgets are squeezed will only undertake essential works, which they do not consider to be the case in this instance. NRW's viewpoint is what is the point of utilising limited expenditure maintaining the Main River in this locality because flows are then impeded from the border downstream. Also, the

County Council can only utilise its Powers where there are certain consequences e.g. internal flooding to property and we are unable to use those powers against NRW or the E.A.

**j) Pot Holes – Foxes Lane, Manor Road and Sealand Avenue.**

The various potholes have again been reported to StreetScene.

RESOLVED – that the report be noted.

**k) Matched Funding Scheme – 2019/20 – Play Equipment – Riverside Park**

Richard Roberts confirmed on 25<sup>th</sup> September 2020 that the match funding scheme at Riverside Park play area has now been completed. The Clerk has asked Richard to advise on whether matched funding schemes will be provided in the 2020/21 financial year. A reply is awaited.

RESOLVED – that the report be noted.

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

Clara Owen, Neighbourhood Housing Officer advised on 23<sup>rd</sup> October 2020 that letters have been sent out advising a complaint has been made to Flintshire County Council with regard to vehicles driving over communal grassed areas. The communal area is not designed to take the weight of vehicles, and may cause damage to the grass and any utility pipes that may be in place to service the properties.

Please refrain from driving over the grassed area. Thank you for your co-operation.

Clara also advised on 23<sup>rd</sup> October 2020 that she emailed capital works on 18<sup>th</sup> June 2020 and had a response the same day to say they are unable to carry out site visits at present but would put the site down for future consideration. Clara will contact capital works to request an update on their site visits arrangement's.

RESOLVED – that the report be noted.

**m) Airfields Development Site**

Councillor Bob James submitted the following proposition for Council to consider – “Council asks Flintshire County Council for an update on their plans and proposals to mitigate against any traffic problems caused by the Airfields development and the need to continue to monitor traffic flows”.

The additional traffic volumes are apparent despite reduced traffic volumes because of Covid 19 precautions at Drome road access to the Deeside Industrial Estate roundabout, the Deeside Park Junction, the B5441 roundabout at Drome Corner / Leprechaun Hotel junction and at the Blue Bridge approach to Queensferry

Changes in road use included - Drome road from Leprechaun hotel to high level cycle path bridge, heavy parking on both sides of the road reducing roadway to a single carriageway - mainly transit size vans and Heavy Tipper Trucks and by both Leprechaun Hotel and Amantola Restaurant with intensive vehicle storage mainly transit size vans.

Existing congestion situations deteriorating - A494 slip road onto Deeside Park Junction A548 Shotwick road, rush hour traffic extends onto a live lane as far back as the old Gateway to Wales Hotel site.

Future concerns - All traffic from airfields site which includes Amazon, new industrial units, new housing developments and construction vehicles and all existing traffic from Deeside Park Zone one, will centre on two main points. The roundabout at the Leprechaun Hotel and the roundabout at Deeside Industrial Park for Shotwick Road.

The Clerk emailed Katie Jones on 15<sup>th</sup> November 2020 advising that the Airfields site will be coming up again for discussion at Council's meeting tomorrow evening. I assume a traffic management plan would have been carried out before the full application stage of the plans. Can you please advise on this. I understand that the highway is not yet complete. I also understand that the spine road is not finished and the roundabout to DIP has work planned. There is a park and ride that is being developed to alleviate traffic onto DIP. There will also be a new road onto the Pochins site. Can you please advise on this as well

RESOLVED – that the

- i) report be noted.
- ii) Council asks Flintshire County Council for an update on their plans and proposals to mitigate against any traffic problems caused by the Airfields development and the need to continue to monitor traffic flows.
- iii) Council asks will its concerns be alleviated when the Airfield site has been completed.

**n) Motorcycle/ Quad bike track- Pochins fields**

Following the October 2020 meeting Tom Creer at Legat Owen be asked to provide his comments on this matter. A reply is awaited,

RESOLVED – that the report be noted.

**o) Orchard Way – Tree that needs lopping – affecting BT Service**

Dewi Morris – the County Council's Tree Inspector has advised that due to the recent fire break rules non-essential site visits will not be carried out during this period, once restriction have lifted Dewi will be in touch.

RESOLVED – that the report be noted.



**20/138**            **COUNCIL'S STREET LIGHTING**

The Clerk advised that all of the Council's 80 street lights are working subject to the Clerk checking one bracket light on Ferry Lane.

The Clerk advised that the 2020/21 financial year lighting programme to upgrade and have adopted the following lights 11 lights has been completed - 107 and 108 on Stafford Road, 110 to 113 on Maplewood Avenue 116 to 118 on Queens Road and 119 to 120 at Dee Road. The cost being on completion £23,650.00 including all transfer costs and adoption. The council's lighting stock will reduce from 80 to 69 at 1<sup>st</sup> April 2021. And the invoice for the said works has now been received.

The 2021/22 lighting improvement programme should be aimed at the Riverside Park / Stoneleigh Close lights columns 138 to 140, 154 to 157 and 160 to 162 - 10 in total. Cost per column being £2150.00 - total cost £21,500.00. That leaves 14 columns at Riverside Park to be replaced and adopted over the next two financial years.

The Clerk reminded Council that at the February 2020 meeting minute Ref 19/250 ii) it resolved that the Financial Regulations should be suspended with regard to securing three written estimates that should not apply with regard to the Council's required street lighting maintenance and adoption contract. The Clerk advised that he has recently signed the new lighting contract with Jamie Bennett and is now awaiting a return of the contract as signed by both parties.

RESOLVED – that –

- i) the report be noted.
- ii) Council re states that the Financial Regulations should be suspended with regard to securing three written estimates that should not apply with regard to the Council's required street lighting maintenance and adoption contract and that the Clerk is authorised to sign the said contract.

**20/139**            **SECTION 137 – LOCAL GOVERNMENT ACT 1972**  
**PAYMENT OF GRANTS**

The Clerk advised that Section 137(1) of the 1972 Act permits each Community or Town Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Community and Town Councils are also permitted under section 137(3) to incur expenditure for certain charitable and other purposes

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 £8.32 and this applies to the 2020/21 financial year. The recently issued electoral role from Flintshire County Council at January 2020 indicates a total of 2168 (Sealand East 879 and Sealand West 1289). For the 2020/21 financial year the maximum expenditure is  $2132 \times £8.32 = £17,738.24$ . Allocated spend is £2,500 for grants and £2,800 for school milk. Total £5,300

Spent to prior to the meeting and for authorisation at the meeting £165.00 for school milk and £1,350.00 on grants.

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 £8.32 in 2020/21.

RESOLVED - report be noted.

#### **20/140      PLANNING APPLICATIONS**

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

061830 - Installation of a mezzanine floor to the existing unit at Building 3, with stepped and lift access via entrance and secondary escape stair to rear at Ifor Williams Trailers, Fourth Avenue, Deeside Industrial Park, Deeside, CH5 2NR.

061929 - Change of Use of premises from former Warehouse to Pet Supplies Outlet (Class A1), Veterinary Clinic (Class D1), café (Class A3) and Warehousing (Use Class B8) and associated car parking at Unit 38, Drive B, Sealand, Deeside, Flintshire, CH5 2NU.

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

#### **20/141      ACCOUNTS FOR PAYMENT**

RESOLVED: - that

- i) the under mentioned accounts be approved for payment.
- ii) the Clerk will now arrange with three members of Council for the cheques to be signed.
- iii) it be noted that the Lloyds Bank charges for the period as previously notified to Council – £5 per month.

<b>Cheque No</b>	<b>Payable to</b>	<b>Details</b>	<b>Amount</b>	<b>VAT</b>	<b>Vat Code</b>	<b>Expenditure Powers</b>
003380	Flintshire County Council	Contribution towards the 2020 summer playscheme	£1,743.28			Local Govt Act (Miscellaneous Provisions Act) 1976(S19)
003381	P. Richmond	Salary etc. – November 2020	£659.76			Local Govt Act 1972 (S112)
003382	HMRC	PR – Income Tax £364.00 and NI £24.52 November 2020	£388.52			Local Govt Act 1972 (S112)
003383	Jolora Ltd	Quarterly Web Maintenance Charges – November 2020 to January 2021	£576.00	£96.00	294456859	Local Govt Act 1972 (S142)
003384	Cheque Destroyed					
003385	Eye to Eye	Payment from Chairs' Fund	£50.00			Ancillary Power Local Government Act 1972 (S11).
003386	Sealand Happy Group	Payment from Chairs' Fund	£50.00			Ancillary Power Local Government Act 1972 (S11).
003387	Leprechaun Monday Club	Payment from Chairs' Fund	£50.00			Ancillary Power Local Government Act 1972 (S11).

003388	Calendar Girls Bingo	Payment from Chairs' Fund	£50.00			Ancillary Power Local Government Act 1972 (S11).
003389	St. Bartholome w's Church	Payment from Chairs' Fund	£50.00			Ancillary Power Local Government Act 1972 (S11).
003390	Sealand Primary School	Payment from Chairs' Fund	£50.00			Ancillary Power Local Government Act 1972 (S11).
003391	Sealand Manor Residents Association	Payment from Chairs' Fund	£50.00			Ancillary Power Local Government Act 1972 (S11).
003392	Flintshire County Council	Street Lighting 11 replacement columns, transfer of supplies and adoption by FCC	£23,650.00			Highways Act 1980 (301)
<b>Total Spend</b>			<b>£27,367.56</b>	<b>£96.00</b>		

**20/142**      **INCOME**

The Clerk advised that Council had received the following income –

Lloyds Bank	Interest payment	£0.41
<b>Total</b>		<b>£0.41</b>

RESOLVED – that the income be noted.

**20/143      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.

**20/144      FRIENDS OF SEALAND – FIGTREE PROJECT – ST. BARTHOLOMEW’S CHURCH**

Councillor Brian Ward reported on recent progress. The kitchen has now been completed and all glass panels have been installed. There will be an opening event on 12<sup>th</sup> December 2020.

RESOLVED - that the report be noted.

**20/145      PROVISION OF BENCHES AT STONELEIGH CLOSE – GARDEN CITY**

It was previously agreed that the Council should consider meeting the cost for the County Council to install two new benches on the basis that the benches are maintained as County Council assets and future maintenance and insurance costs are fully met by the County Council.

It was agreed that the Council should apply for finances through the Wheelabrator Community Projects Fund – details not yet received by Council.

RESOLVED - that the report be noted.

**20/146      REPORT – ANNUAL FINANCIAL RETURN – 2019/20**

RESOLVED – that the matter be deferred pending the Clerk’s next update.

**20/147      SUMMARY OF ACCOUNTS – 2020/21 FINANCIAL YEAR**

The Clerk outlined the expenditure and income for the 2020/21 financial year up to cheque number 003391.

2020/21 Financial Year	Actual	Anticipated	Difference
<b>Income</b>			
General Admin Inc. Precept	£38,000.00	£57,000.00	-£19,000.00
Bank Interest	£9.04	£22.00	-£12.96
Cancelled payment from 2019/20	£50.00	£0.00	£50.00
VAT Refund	£467.56	£400.00	£67.56
Milk Claims	£109.13	£400.00	-£290.87
<b>Total</b>	<b>£38,635.73</b>	<b>£57,822.00</b>	<b>-£19,186.27</b>
<b>Expenditure</b>	<b>Actual</b>	<b>Anticipated</b>	<b>Difference</b>
Bank Charges	£35.00	£60.00	£25.00
Chairman's Fund	£350.00	£800.00	£450.00
Staffing Costs	£7,470.02	£10,669.00	£3,198.98
Admin Costs inc printer cartridges	£2,476.37	£2,840.00	£363.63
Council Web Site	£2,458.00	£2,304.00	-£154.00
Insurances	£770.12	£875.00	£104.88
Defibrillator – LGA Act 2000(S2)	£0.00	£75.00	-£75.00
Play Schemes and New Equipment	£1,743.28	£10,500.00	£8,756.72
Highways	£0.00	£2,500.00	£2,500.00
Street Lighting	£26,820.17	£23,700.00	-£3,120.17
CCTV Maintenance	£0.00	£250.00	£250.00
Grants – Section 137	£1,350.00	£2,500.00	£1,150.00
School Milk – Section 137	£165.00	£2,800.00	£2,635.00
<b>Total</b>	<b>£43,637.96</b>	<b>£59,873.00</b>	<b>£16,235.04</b>

Current Summary	Balance as at 31 March 2020 including £25,000 contingency fund.	£41,075.46
	Total expenditure	£43,637.96
	Total income	£38,635.73
	Balance in year spend	-£5,002.23
	Overall balance as of 16 <sup>th</sup> November 2020	£36,073.23
End of Year Prediction	VAT Costs for 2020/21 financial year	£665.60
	Balance as at 31 <sup>st</sup> March 2020	£41,075.46
	Total anticipated expenditure	£59,873.00
	Total anticipated income	£57,822.00
	Anticipated balance for the year	-£2,051.00
	<b>Anticipated Overall Balance as at 31<sup>st</sup> March 2021</b>	<b>£ 39,024.46</b>

RESOLVED – that the report be noted.

**20/148            REMEMBRANCE SUNDAY – 8<sup>th</sup> NOVEMBER 2020**

The Clerk advised that he had ordered 4 wreaths from Colin Sargeant – Council, Royal British Legion, Merchant Navy and St. Bartholomew’s Church which were collected by Councillor Norman Jones.

25 guests attended the Service at the centenary garden at MOD Sealand

This number included Christine Jones as representative of FCC, Councillor Norman Jones (Vice Chair) and Mike Walker. Councillor David Wisinger attended representing Queensferry Community Council.

RESOLVED: - that the report be noted

**20/149            COUNCIL’S STANDING ORDERS, POLICIES, REGULATIONS AND PROTOCOLS**

The Clerk advised that Council is required to review on annual basis and then endorse the Council’s Standing Orders, Financial Regulations, Internal Financial Controls, Annual Investment Strategy, Risk Assessment Processes, Freedom of Information Access Arrangements, Complaints Procedure, GDPR - Data Protection Policy, Records Management Policy, Information Security Policy, Health and Safety Policy, Press and Social Media Policy, Public Participation Protocol, Retention of Records Policy and Member’s Self-Regulatory Protocol.

Copies have previously been provided to members of Council and are all currently available on the Council’s web site.

The Clerk advised that the following had been updated and need to considered and approved by Council –Financial Regulations, Internal Financial Controls, Annual Investment Strategy and Risk Assessment processes.

RESOLVED – that

- a) the report be noted.
- b) consideration of the Clerk’s Risk Assessment Report be accepted as the formal risk assessment for the 2021/22 financial year.
- c) in relation to the key risks, these are identified as relating to the Council’s assets, bank accounts, internal controls and insurance cover for statutory and other purposes.
- d) the arrangements highlighted in the Risk Assessment details that Council is taking all the appropriate steps to minimise risks in conjunction with the documented Internal Financial Controls and that the Risk Assessment 2021/22 be noted.

- e) JDH Business Services Ltd be reappointed as the Council's internal auditor for the 2021/22 financial year.
- f) the 2021/22 Internal Financial Controls and Annual Investment Strategy be approved.
- g) the updated Financial Regulations be approved.
- h) the following be endorsed without requiring amendments – Standing Orders, Freedom of Information Access Arrangements, Complaints Procedure, GDPR - Data Protection Policy, Records Management Policy, Information Security Policy, Health and Safety Policy, Press and Social Media Policy, Public Participation Protocol, Retention of Records Policy and Members Self-Regulatory Protocol.

## **20/150      FUTURE AUDIT ARRANGEMENTS – AUDIT YEAR 2020/21 ONWARDS**

The audit arrangements Audit Wales have determined for community and town councils to be applied from the audit of the 2020-21 accounts incorporates a three-year cycle of two limited procedure audits and a transaction-based audit for each council. The introduction of the transaction-based audits will be staggered across the first three years of the new arrangements.

A summary of the audit approach is provided in Appendix 4 of the Welsh Audit Report as circulated on 22<sup>nd</sup> October 2020.

In addition to undertaking a transaction-based audit once every three years, auditors would still undertake additional audit work where it is considered necessary. Examples of situations where additional work may be required include - (but are not limited to):

- When matters come to the auditor's attention during the course of a limited procedure audit, e.g. through correspondence, objections or matters arising during the audit
- When transaction testing highlights areas of audit concern
- When councils fail to co-operate with the audit team
- When significant problems have been highlighted in previous years
- When a council fails to prepare accounts on a timely basis

### Next steps

In late November 2020, Wales Audit will host a webinar to provide further detail to councils on how the new arrangements will work in practice. Audit Wales staff are discussing the arrangements with representatives of One Voice Wales and the Society of Local Council Clerks so that these organisations are equipped to support Community and Town Councils as the new arrangements are rolled out.

Audit Wales is also considering how the audits will be delivered. Further information will be provided to all councils by January 2021.



The audit of the 2020-21 accounts will be undertaken in the late summer of 2021. They expect that fees for two years of the three-year cycle will be broadly in line with current audit fees. For the audit year in which more detailed work is undertaken, they anticipate that there will be a modest increase in the audit fee. Audit Wales is currently developing a fee model to support this approach.

Councils should have an internal audit that undertakes much of the work proposed for the external audit. An annual internal audit that incorporates testing of transactions is sufficient to address the concerns raised by external auditors and removes the need for transaction testing by external auditors. Council's appointed internal auditor is JDH Business Services Ltd. The Accounts and Audit (Wales) Regulations 2014 require all councils to maintain an adequate and effective system of internal audit of their accounting records and of their system of internal control. The Auditor General's report on internal audit in the sector identified that not all councils make arrangements for internal audit. The Auditor General's Financial Management and Governance reports comment on the discrepancies between the internal auditor's findings and the external auditor's findings that result in qualified audit opinions. This is particularly apparent at some councils where the Auditor General has issued a report in the public interest. In some cases, even though the internal auditor has provided positive assurances to individual councils, it is clear that the internal audit process was not adequate and effective. The issues highlighted in public interest reports are not common across the sector. The number of public interest reports is small and the problems identified are not common across all councils. A more proportionate response would be to target those councils that have issues rather than increasing audit measures across the sector. Response Audit work is normally undertaken by firms engaged by Audit Wales. However, when significant issues arise at individual councils, Audit Wales undertakes additional work inhouse. As a result of this additional work, since 2008, public interest reports have been issued to 25 councils across Wales. At present, the Auditor General is considering - Future Audit Arrangements for Community and Town Councils in Wales whether or not to issue public interest reports at another 14 councils. Audit Wales is currently undertaking additional audit work at a further 30 councils. This represents almost 10% of all councils in Wales.

Furthermore, the matters identified in the public interest reports are also identified in qualified audit reports at other councils.

RESOLVED – that the report be noted.

#### **20/151            MATTERS RAISED BY MEMBERS OF COUNCIL**

At rear of 29/31 Welsh Road – Enforcement issue – urgent need for the removal of a metal fence.

Need for a tree preservation order - 1 tree on Old Sealand Road / near to the notice board.

**20/152      MATTERS RAISED BY MEMBERS OF THE PUBLIC**

Grass verges cut along Ferry Lane and litter removed – thanks for local residents

Can 30pmh advisory speed limit signs be provided at Ferry Lane

**20/153      DATE OF COUNCIL’S NEXT MEETING – 14<sup>th</sup> DECEMBER 2020 – Starting at 6pm**

**20/154      IN ACCORDANCE WITH SEALAND COMMUNITY COUNCIL'S CODE OF CONDUCT - DECLARATION OF INTEREST**

Council Member	Item	Minute Reference

The meeting opened at 6pm and closed at 7.45pm

..... Signed      14<sup>th</sup> December 2020