

## **SEALAND COMMUNITY COUNCIL**

### **MINUTES OF THE MEETING OF COUNCIL HELD ON 19<sup>th</sup> APRIL 2021 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

#### **20/262      MATTERS RAISED BY THE PUBLIC BY EMAIL**

Concern about speeding on Sealand Road. Since the average speed cameras were put in place there has been a marked increase in the number of vehicles that do not slow down when entering the 40mph zone.

On 8<sup>th</sup> April 2021 Sergeant Bethan Pritchard was asked about the request to install a Vehicle Activated Speed Sign.

A Speed Watch was carried out by Councillors Ashley Griffiths and Brian Ward on Tuesday 13<sup>th</sup> April 2021

County Councillor Chris Jones advised that Ian Bushell, Area Manager South and Structures has been asked to check that there is appropriate signage along Sealand Road and will consider installing a replacement Vehicle Activated Speed Sign.

PCSO Rob Bainbridge advised on 17<sup>th</sup> April 2021 that he visited the site and confirmed there were a number of cars who appeared to continue to drive at 50mph and noted a couple actually accelerating as they entered the 40mph zone. Rob will request Officers to carry out speed checks as and when they can, but in the long term, there needs to be something done.

RESOLVED – that the report be noted.

#### **20/263      APOLOGIES FOR NON-ATTENDANCE**

Apologies were received and accepted from Councillor Mikael Khan.

#### **20/264      CODE OF CONDUCT DECLARATION OF INTEREST**

No declarations were submitted at the beginning of the meeting.

#### **20/265      CONTINUATION OF ON LINE COUNCIL MEETINGS**

Local Government and Elections (Wales) Act 2021 for the Community and Town Council Sector. The Act makes permanent provision for remote meetings (multi-location) and electronic publication of documents, currently provided through The Local Authorities, (Coronavirus) (Meetings) (Wales), Regulations 2020 Act and it is intended to have effect from 1 May 2021 to dovetail with the expiry of The Local Authorities, (Coronavirus) (Meetings) (Wales), 2020 Regulations. These provisions also apply to community councils.

At present holding face to face meetings would break Covid regulations.

Due to covid working arrangements for pupils and staff the school will not be able to accommodate Council meetings before September 2021 and possibly much later than that. Should the Council have to move away from holding meetings at Sealand Primary School and move to a venue that requires a rental charge to be made this would be covered under the Local Govt Act 1972 (S150). Discussions are taking place with St. Bartholomew's Church as a venue for council meetings.

When face-to-face council meetings do resume there will still be the risk to attendees of COVID-19 exposure. Council will need to conduct a risk assessment in advance of a face-to-face meeting which should give consideration to what the council can do to reduce risk to councillors, staff and public including:

- Providing hand sanitiser to those entering the meeting room and making sure hand sanitiser is readily available in the room itself – check this with the venue provider.
- Placing seating at least 2-metres apart– check this with the venue provider.
- Ensuring everyone wears face masks
- Holding paperless meetings apart from papers sent out in advance of the meeting.
- If papers are taken to the meeting people should be discouraged from sharing with others and asked to take the papers with them at the end of the meeting to minimise how many people handle the papers
- Arranging seating so people are not facing each other directly
- Choosing a venue with good ventilation, including opening windows and doors where possible
- Choosing a large enough venue to allow distancing – this may mean choosing a different venue to what the council used before.
- The venue owner/operator will need to identify the venue's maximum capacity in their risk assessment, taking into account the need for social distancing. Consider how the council will ensure this capacity is not exceeded and how it will manage the situation if more people wish to attend than capacity allows.
- Venues must conform with the government guidance.
- The council must understand and ensure it is acting in compliance with the latest government safer workplaces guidance

It was noted that Council will continue holding its meetings on line and will keep under review as and when further Covid advice has been issued. All members of Council said that they would like to return to face-to-face meetings ideally from 1<sup>st</sup> July 2021

RESOLVED – that the report be noted.

## **20/266      CHAIR'S REPORT AND ACTIONS SINCE 15<sup>th</sup> MARCH 2021**

The Chair advised that she had not attended any meetings since the previous Council meeting on 15<sup>th</sup> March 2021.

RESOLVED – that the report be noted.

**20/267                      MINUTES OF THE MEETING OF THE COUNCIL HELD ON 15<sup>th</sup> MARCH 2021**

RESOLVED - that –

- i) the minutes of the meeting of Council held on 15<sup>th</sup> March 2021 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.

**20/268                      CHAIR'S FUND 2021/22**

The Clerk reminded Council that the agreed spend for the Chair's Fund for the 2021/22 financial year is £800.00. Payments being made under expenditure powers - Ancillary Power Local Government Act 1972 (S11).

RESOLVED – that the report be noted.

**20/269                      POLICE ISSUES**

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

Deferred pending further updates.

- 2. Drugs Problem –Garden City

Deferred pending further updates.

- 3. Community Speed Watch – Sealand Avenue, Welsh Road and Sealand Road

Councillors Ashley Griffiths and Brain Ward carried out speed watches at these locations on 13<sup>th</sup> April 2021 and will undertake further watches during the next few weeks.

Councillor Mike has asked John Morris at North Wales Police for the purchasing details for Council to obtain a speed radar gun estimated cost £125. Expenditure being under Power of Wellbeing 2000. Expenditure to go against Council's S137 limit.

RESOLVED – that the report be noted.

- 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.

Deferred pending further updates.

- 5. Problems of serious anti-social behaviour.

Deferred pending further updates.

6. Sealand – Police walkabout in the area – Wednesday 17<sup>th</sup> March 2021

County Councillor Chris Jones advised that she walked the Garden City Estate with PC Glyn Hughes. They met a few residents and discussed their concerns. The main issue was speeding traffic and ASB, mainly on Llys Andrew complex. They met with Mrs Jane Parry – Headteacher Sealand Primary School about community engagement and working with the children in the school. They looked at alleyways and the rear of the properties, especially the Clwyd Alyn allotment site and community garden, which is subject to a lot of ASB. They discussed traffic calming and cameras on Welsh Road and the estate. A very productive morning.

Councillor Brian Ward advised that the walkabout was very worthwhile and was with PC Chris Wynne. They started on Welsh Road from the bungalows on the left and proceeded to walk around Dutton's Field before coming back via Hawthorn Avenue. The most common cause of complaint was speeding traffic. This is a big issue with many residents saying how close they had come to an accident by not being able to see clearly to pull out on Welsh Road. Amazon has made matters worse with drivers parking on both sides of Welsh Road, especially in the mornings. The vans from Amazon are supposed to turn left and head towards the industrial park roundabout. They don't we observed well over 70% of vans turn right and head for the Leprechaun roundabout. They go well above the 40 MPH speed limit.

Councillor Ashley Griffiths advised that it was a very productive day with the police - the following issues became apparent:

Foxes Lane- speeding along the straight section to the underpass and the safety of walkers along the footpath on the lane where the farmers hedge is adjacent to the path.

Mud on the estate from the farmers tractors at Sealand Manor.

Ferry Lane- the usual issue of the family that live across the river who ride the off-road bikes dangerously across the footbridge.

Welsh Road – speeding traffic and the anti-social behaviour regarding groups at or near the field and spar.

Constable Scott Noble - 2884 emailed on 24<sup>th</sup> March 2021 with the report of the Grab a Gripe results. The email and attachment were circulated to all members of Council on the same day. As expected, main results are speeding, ASB and drugs. Scott advised that the Police have lots in hand in relation to ASB and drugs. They have discussed the speeding issue recently and are putting aa plan together.

7. Police Cameras – B5441

The County Councillor previously reported on an initiative involving Queensferry Community Council that will involve the Police installing cameras that will record passing vehicle registration numbers – also speed checks will be undertaken. It is proposed to extend this initiative into Welsh Road at Garden City.

RESOLVED – that the report be noted.

**a) Underpass - Foxes Lane**

Deferred pending further updates.

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

Wayne Jones contacted Ian Bushell on 25<sup>th</sup> February 2021 asking if there are any updates about the footbridge Sealand community Council are asking if there is any progress. Following the March 2021 meeting Ian Bushell was asked to provide a progress report. No reply.

The County Councillor advised that she will request a progress report from Ian Bushell.

RESOLVED – that the report be noted

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

At the February 2021 meeting the Clerk advised that he had been informed by Mark Harris that the 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. An update report has been requested but not received.

RESOLVED – that the report be noted

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

RESOLVED – that the matter be deferred.

**e) Deeside Lane**

The County Councillor advised on the latest problem at Deeside Lane involving organised motor bike scrambling. All complaints and incidents have been recorded and are being investigated by the County Council's Public Protection and Planning and by the Environment Services.

RESOLVED – that the report be noted.

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

Following the March 2021 meeting Lee Shone and Ian Bushell were asked to provide a progress report. No reply

The County Councillor advised that she will request a progress report from Ian Bushell.

RESOLVED – that the report be noted.

**g) Safer Routes in the Community's bids – Ferry Lane – 30 mph**

Wayne Jones contacted Richard Flood on 25<sup>th</sup> February 2021 regarding Ferry Lane and safer routes funding for a footpath to be installed. Wayne has previously put this forward as a scheme as the

road is joining up two cycle networks and there are a lot of caravan and camping visitors to that area. Following the March 2021 meeting a progress report was requested from Anthony Stanford and a reminder will again be sent.

RESOLVED – that the report be noted.

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

On 16<sup>th</sup> March 2021 Mandy Lewis, Development Manager confirmed that the consultants have visited the site and begun investigations. She will seek an update from them and will advise Council.

The County Councillor advised that the site is now the subject of an Enforcement Order.

RESOLVED – that the report be noted.

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

The County Councillor previously advised that she met with Ruari Barry and Neil Parry from the County Council together with Councillors Mike Walker and Dave Wisinger on 27<sup>th</sup> January 2021. The Clerk didn't receive details of the meeting until after the meeting had started and he was then away from the office and the Chair was unable to access the meeting.

A report of the meeting outlining the discussions and agreed actions has been requested from Ruari Barry but not received.

The County Councillor advised that she will request a progress report from Ruari Barry.

RESOLVED – that the report be noted.

**j) Matched Funding Scheme – 2021/22 – Play Equipment**

Deferred pending further updates.

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

Clara Owen, Neighbourhood Housing Officer advised on 16<sup>th</sup> March 2021 that Capital Works have not yet been informed of the budget allocation for the next financial year. Sorry I am unable to update you further.

RESOLVED – that Clare Owen be asked to provide a progress report.

**l) Airfields Development Site**

Following the November 2020 meeting Katie Jones at Flintshire County Council was asked 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. Council asked will its concerns be alleviated when the Airfield site has been completed. Following the March 2021 meeting of Council Katie Jones was asked to provide a progress report. A reply has not been received

On 6<sup>th</sup> April 2021 the County Councillor emailed Katie Jones outlining complaints received from residents of Hawthorn View, in regards to drainage issues on the new estate. The County Councillor requested a site visit with the developers to discuss these problems. Residents are not getting any response from the site manager.

Councillor Brain Ward advised on his concerns about the problems being experienced at Hawthorn View.

RESOLVED – that the Katie Jones be advised that the Council is very concerned about the many problematic issues at this site that are causing concern and annoyance for local residents and no doubt new residents on the development site. The problems include dust and noise pollution, concern about surface water drainage, flooding at Hawthorn View and refuse collection on the site. Council supports the County Councillor's request for a site meeting which is clearly needed as a matter of urgency to view these issues and arrange for a positive way forward for all parties concerned.

**m) Chelsea lime tree - Old Sealand Road – Tree Preservation Order**

Stuart Body is meeting with Councillor Mike Walker on 20<sup>th</sup> April 2021.

RESOLVED – that the report be noted.

**n) Children's Play Areas - Need to improve signage – No Dogs**

Wayne Jones copied in Council to his email dated 21<sup>st</sup> January 2021 asking Environmental Services to confirm that these areas are on the order for marked sports pitches as there are a lot of people using the sports pitch to walk their dogs. Wayne has also witnessed dogs inside the play areas on Welsh Road and Sealand Manor. Following the March 2021 meeting of Council Wayne Jones was asked to submit a progress report.

RESOLVED – that the report be noted.

**o) Parking Complaints – Welsh Road**

The County Councillor on 26<sup>th</sup> January 2021 advised the Enforcement Team concerning the parking issue along Welsh Road, by the Amantola. Cars, vans and lorries are parking at all hours of the day and night. It is making visibility poor for drivers exiting Hawthorn View. John Griffiths – StreetScene has looked at this problem for me a few months ago, but is getting worse. There are drivers sleeping overnight in their cabs.

RESOLVED – that the report be noted.

**p) Parking Complaints – Meadow View**

The County Councillor on 13<sup>th</sup> January 2021 advised StreetScene that there is a major issue with farm workers parking on Meadow View. The residents are furious as they can't park outside their houses. The County Councillor has asked that enforcement should raise the issue with the farmer to ask that the workers park on the farm land, there is plenty of space,

It was reported that the said farmer has provided a hard-core parking area for the referenced farm workers.

RESOLVED – that the report be noted.

**q) Parking Complaints / Speed Limit Review – B5441 – Amantola**

The County Councillor on 7<sup>th</sup> March 2021 asked for the date of the next Flintshire speed limit review. There are many issues on the road by the Amantola, B5441 going passed Amazon and joining the A494. The speed of the traffic is dreadful. There are also terrible parking problems along that road, including Amazon vans and HGVs. A significant number of complaints have been made by residents who live on Welsh Rd, Hawthorn View and Cedar Close.

RESOLVED – that the report be noted.

**r) Safer Routes to School – Garden City – Sealand Primary School**

Anthony Stanford, Transport Manager confirmed on 1<sup>st</sup> April 2021 that the speed limit review is an ongoing process and our next stage will be to formalise the proposals (Make the legal Order) based on the speed limits that were advertised last year. He has requested a member of the Team to assess the route in accordance with the current speed limit criteria and to provide an update on the outcome. Should the route meet the requirement for a reduced speed limit, then this can be taken forward through the formal advertisement process. We will be in touch shortly with the results of the assessment.

RESOLVED – that the report be noted.

**s) Wildflowers on our road network**

Sarah Slater – Biodiversity Officer advised on the initiative to create a number of wildflower sites in Flintshire. The sites will be installed shortly to provide a summer flowering. The site chosen in Sealand is by the Blue Bridge / Cycle path verge – Garden City

RESOLVED – that the report be noted.

**t) Land to the east of Sealand Manor – Removal of Trees and Infilling of Drainage Ditches**

RESOLVED – that Stuart Body be asked to meet with Councillor Mary Southall regarding the removal of trees and Neil Parry to meet with Councillor Mary Southall regarding the infilling of drainage ditches.

**20/271 COUNCIL'S STREET LIGHTING**

All of the Council's 69 street lights are working. The lighting stock reduces to 59 on 1<sup>st</sup> April 2022 with the replacement and adoption of columns 138 to 140, 154 to 157 and 160 to 162 - 10 in total – Riverside Park / Stoneleigh Close. Cost per column being £2,150.00 - total cost £21,500.00. That leaves 14 columns at Riverside Park to be replaced and adopted over the next two financial years. Jamie Bennett has advised that the lighting works will be undertaken in July 2021.



The Council's remaining street lights are at Cedar Avenue, Deeside Lane(unadopted), Ferry Lane, Hawthorn View, Manor Road (unadopted section), Riverside Park, Station Cottages (unadopted) and Villa Road.

RESOLVED – that the report be noted.

**20/272**                      **SECTION 137 – LOCAL GOVERNMENT ACT 1972**  
**PAYMENT OF GRANTS**

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 appropriate sum for the S137 Expenditure Limit for the purpose of Section137 (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 £8.41 and this applies to the 2021/22 financial year. The recently issued electoral role from Flintshire County Council at December 2020 indicates a total of 2152 (Sealand East 874 and Sealand West 1278). The amount per elector of £8.41 produces a total of £18,098.32

Allocated spend in 2021/2 is Section 137 grants of £2,200 and for school milk £2,000.

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 £8.41 for 2021/22.

RESOLVED – that the report be noted.

**20/273**                      **PLANNING APPLICATIONS**

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

062300	Application for variation of condition no.2 following grant of planning permission ref: 059514	at former RAF Sealand South Camp, Welsh Road, Sealand, Deeside, CH5 2RD
062559	Application for approval of details reserved by condition no 3 (Materials)attached to Planning Permission reference 058719	at Convatec GDC Building, First Avenue, Deeside Industrial Park, Deeside, CH5 2NU
062562	Relocation of existing pre cast sectional garage that already has planning permission (043106) for its current location	at 2 Mill Cottages, Ferry Lane, Higher Ferry, Chester, CH1 6QQ
062626	Proposal to construct a rear single storey extension	at 4 St. Bartholomew's Court, Sealand, Deeside, CH5 2QT

RESOLVED – that no objections be raised regarding the outlined planning applications.

## **20/274            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 most recent period is £7.00 per month with an additional charge of £0.85 per cheque – 6 cheques x 5 = £5.10. £12.10 in total.

<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>
003414	One Voice Wales	Annual Subscription	£466.00			Miscellaneous Powers LGA 1972 (\$111)
003415	Audit Wales Office	External Audit Fee – re 2020/21	£259.90			Local Govt Act 1972 (\$111)
003416	P. Richmond	Salary etc. – April 2021	£670.50			Local Govt Act 1972 (\$112)
003417	HMRC	April Tax PR £363.60 and Employers NI £23.83	£387.43			Local Govt Act 1972 (\$112)
003418	Wrexham Bidston Rail Users Association	Annual Subscription	£25.00			Miscellaneous Powers LGA 1972 (\$111)
003419	Zurich Municipal	Annual Insurance Charge	£669.51			Local Govt Act 1972 (\$111)
<b>Total Spend</b>			<b>£2,478.34</b>			

## **20/275            INCOME**

The Clerk advised that Council had received the following income –

Lloyds Bank	Interest payment	£0.29
<b>Total</b>		<b>£0.29</b>

RESOLVED – that the income be noted.

## **20/276            CORRESPONDENCE**

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

RESOLVED - that the report be noted.

**20/277                    FRIENDS OF SEALAND – FIGTREE PROJECT – ST. BARTHOLOMEW’S CHURCH**

It was reported that the Church is planning to reopen in May 2021 and that their web site will shortly go live.

RESOLVED - that the report be noted.

**20/278                    PROVISION OF REPLACEMENT BENCHES AT STONELEIGH CLOSE – GARDEN CITY**

Following the March 2021 meeting Mike Angel and Neil Cockerton were advised that Council is very concerned to be advised that the said seats can’t be repaired at the present time and funds are not available to replace them. Council should restate that the two existing seats are in a dreadful state of repair and should be either repaired or replaced. Or removed and not replaced. Replies have not been received.

RESOLVED - that a reminder be sent to Mike Angel and Neil Cockerton.

**20/279                    REPORT – ANNUAL FINANCIAL RETURN – 2019/20**

The Clerk advised that he has been informed by BDO that on behalf of the Auditor General for Wales, they have now completed the audit. They provided the following documents; - Notice of Conclusion of Audit - Notes regarding the advertisement of the Conclusion of the Audit - Issues arising from the audit - Annual Return. These have been emailed to members of Council.

The following matter has been raised to draw items to the attention of Sealand Community Council. This matter came to the attention of BDO LLP during the audit of the annual return for the year ended 31 March 2020

Issue Raised - Responsible Financial Officer certification after approval by council. The Clerk should have signed and dated the Certification before the council meeting date of 18<sup>th</sup> May 2020.

The Clerk advised that a copy of the Issues Reports and the Annual Return has been added to the Council’s web site. The Notice of Completion of Audit has been added to the Council’s web site and notice boards.

RESOLVED - that the –

- i)            report be noted.
- ii)           Annual Return as received from BDO on behalf of the Auditor General for Wales be approved and accepted by Council.
- iii)          reported Issue Raised be noted as reference for completion of future’s years Annual Returns.

**20/280**

**SEALAND COMMUNITY COUNCIL – BANK RECONCILIATION –  
31<sup>st</sup> MARCH 2021**

The Clerk advised that in line with council's Financial Regulations and audit requirements he submits details of the Council's overall bank balances in respect of – as at 30th June, 30th September, 31st December and 31st March each year.

The position as at 31<sup>st</sup> March 2021 is – Account - no – 0388217 - £10,954.17 and Account - no – 7326098 - £35,565.61. Total - £46,519.78

Less unpaid cheques –

Cheque number	Dated	Payable to	Amount
003403	15 <sup>th</sup> February 2021	Jolora Ltd	£576.00
003409	15 <sup>th</sup> March 2021	ICO	£40.00 – presented on 16 <sup>th</sup> April 2021
Total			£616.00

Total bank accounts – £46,519.78 less unpaid cheques of £616.00 leaves a nett balance of £45,903.78. This amount cross references with the summary of income and expenditure report as at 31<sup>st</sup> March 2021 as circulated by the Clerk. The bank reconciliation statement including copies of the appropriate bank statements was circulated to all members of Council by email 3<sup>rd</sup> April 2021 and three copies and have been signed by Vice Chair.

RESOLVED: - that the report be noted

**20/281**

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

The Clerk outlined the finalised expenditure and income for the 2020/21 financial year and advised that the 2020/21 VAT claim for £799.60 has been sent to HMRC. This information was circulated by email before the meeting.

2020/21 Financial Year		Actual	Anticipated	Difference
<b>Income</b>				
General Admin Inc. Precept		£57,000.00	£57,000.00	£0.00
Bank Interest		£10.58	£22.00	-£11.42
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>£57,637.37</b>	<b>£57,822.00</b>	<b>-£184.73</b>
<b>Expenditure</b>		<b>Actual</b>	<b>Anticipated</b>	<b>Difference</b>
Bank Charges		£90.12	£60.00	-£30.10
Chair's Fund		£800.00	£800.00	£0.00
Staffing Costs		£11,205.99	£10,669.00	-£536.99
Admin Costs inc printer cartridges		£3,334.74	£2,840.00	-£494.74
Council Web Site		£3,262.00	£2,304.00	-£958.00
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		£30,087.72	£23,700.00	-£6,387.72
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>£52,808.95</b>	<b>£59,873.00</b>	<b>£7,064.05</b>
Current Summary	Balance as at 31 March 2020 including £25,000 contingency fund.	£41,075.46		
	Total expenditure	£52,808.95		
	Total income	£57,637.27		
	Balance in year spend	£4,828.32		
	Overall balance as 31 <sup>st</sup> March 2021	£45,903.78		
	VAT Costs for 2020/21 financial year	£799.60		

RESOLVED – that the report be noted.

**20/282**

**PROPOSED FLINTSHIRE COUNTY SUMMER PLAYScheme 2021 - TO FLINTSHIRE TOWN AND COMMUNITY COUNCILS**

On 16<sup>th</sup> March 2021 Janet Roberts, Play Development Officer, Flintshire County Council advised that they now officially have the mandate, nationally and locally to deliver our play services. This will begin during the Easter school holidays and includes the county summer playscheme programme for 2021.

The team in Play Development is one of the few services who have been able to deliver services during lockdown, in order to provide support for our most vulnerable children. The team supported both the school resilience hubs and 55 communities during summer playscheme 2020. To reassure your council, we are now well experienced in delivered projects to the highest standard of risk-management during this pandemic. Can you confirm your Councils involvement for summer playscheme 2021 by the 31<sup>st</sup> March.

The maximum provision at both Sealand Manor and Garden City i.e., 6 week and the total cost will be £5,715.60. Gazebos will be provided. The Clerk confirmed to Janet Roberts that Council has allocated funds to cover for the 6 weeks at both Sealand Manor and Garden City.

RESOLVED – that the report be noted.

**20/283**

**INTERNAL AUDIT 2020/21 FINANCIAL YEAR**

The Clerk has previously outlined the requirement on council for the internal audit and referred to the audit form (that has been emailed to members of council for information) he is required to include various working papers and documentation when presenting for audit. Failure to do so may result in a delay in completing council's internal audit and additional audit costs. The internal audit commenced Thursday 15th April 2021 with a return of all documents on Thursday 22nd April 2021.

RESOLVED: - that the report be noted.

**20/284**

**SUMMARY OF ACCOUNTS – 2021/22 FINANCIAL YEAR**

The Clerk outlined the expenditure and income for the 2020/21 financial year up to cheque number 003419. This information was circulated by email before the meeting.

2021/22 Financial Year	Actual	Anticipated	Difference
<b>Income</b>			
General Admin Inc. Precept	£0.00	£57,000.00	-£57,000.00
Bank Interest	£0.29	£5.00	-£4.71
VAT Refund	£0.00	£800.00	-£800.00
Milk Claims	£0.00	£200.00	-£200.00
<b>Total</b>	<b>£0.29</b>	<b>£58,005.00</b>	<b>£58,004.71</b>
<b>Expenditure</b>	<b>Actual</b>	<b>Anticipated</b>	<b>Difference</b>
Bank Charges	£0.00	£60.00	-£60.00
Chair's Fund	£0.00	£800.00	-£800.00
Staffing Costs	£933.50	£11,396.00	-£10,462.50
Admin Costs inc printer cartridges	£875.33	£2,640.00	-£1,764.67
Council Web Site	£0.00	£2,400.00	-£2,400.00
Insurances	£669.51	£770.00	£100.49
Defibrillator – LGA Act 2000(S2)	£0.00	£75.00	-£75.00
Play Schemes and New Equipment	£0.00	£10,500.00	-£10,500.00
Highways	£0.00	£1,600.00	-£1,600.00
Street Lighting	£0.00	£26,950.00	-£26,950.00
Grants – Section 137	£0.00	£2,200.00	-£2,200.00
School Milk – Section 137	£0.00	£2,000.00	-£2,000.00
<b>Total</b>	<b>£2,478.34</b>	<b>£61,391.00</b>	<b>£58,912.66</b>

Current Summary	Balance as at 1 <sup>st</sup> April 2021 including £25,000 contingency fund.	£45,903.78
	Total expenditure	£2,478.34
	Total income	£0.29
	Balance	£2,478.05
	Overall balance as 19 <sup>th</sup> April 2021	£43,425.73
End of Year Prediction	VAT Costs for 2021/22 financial year	£0.00
	Balance as at 1 <sup>st</sup> April 2021 including £25,000 contingency fund.	£45,903.78
	Total anticipated expenditure	£61,391.00
	Total anticipated income	£58,005.00
	Anticipated balance for the year	-£3,386.00
	<b>Anticipated Overall Balance as at 31<sup>st</sup> March 2022</b>	<b>£ 42,517.78</b>

The Clerk advised on email communications received from Audit Wales on 30<sup>th</sup> March 2021 and copies sent to all members of Council on the same day.

The new Audit arrangements have been deferred for one year.

The Clerk detailed the accounts for Council in the Local Council for Wales Annual Return for the year ended 31 March 2021.

<b>31-Mar-20</b> <b>£</b>	<b>31-Mar-21</b> <b>£</b>	
£38,499	£41,075	Total balances and reserves at the beginning of the year as recorded in the council's financial records.
£57,000	£57,000	Total amount of income received in the year from local taxation (precept).
£1,105	£637	Total income or receipts recorded in the cashbook minus the amounts included in line 2. Includes support, discretionary and revenue grants.
£10,687	£11,206	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and related expenses e.g. termination costs
£0.00	£0.00	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
£44,842	£41,602	Total expenditure or payments as recorded in the cashbook minus staff costs and loan/interest expenditure/payments.
£41,075	£45,904	Total balances and reserves at the end of the year.

£0.00	£0.00	Income and Expenditure Accounts only. The value of debts owed to the council at the year end.
£41,075	£45,904	All accounts. The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March. This must agree with the reconciled cash book as per the bank reconciliation.
£0.00	£0.00	Income and expenditure accounts only. The value of monies owed by the council (except borrowing) at the year end
£41,075	£45,904	Total balances



£128,211	£113,705	The asset and investment register value of all fixed assets and any other long-term assets held at 31 March.
£0.00	£0.00	The outstanding capital balance as at 31 March of all loans from third parties.
N/A	N/A	Trust Fund Disclosure

### Annual governance statement – Part 1

We acknowledge as the members of the Council our

responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2020, that:

	Agreed - Yes or No
We have put in place arrangements for – <ul style="list-style-type: none"> <li>• effective financial management during the year and</li> <li>• the preparation and approval of the accounting statements.</li> </ul>	YES
We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	YES
We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice, that could have a significant financial effect on the ability of the Council to conduct its business or on its finances.	YES
We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014.	
We have carried out an assessment of the risks facing the Council and taken appropriate steps to manage those risks, including the introduction of internal controls and / or external insurance cover where required.	YES
We have carried out an assessment of the risks facing the Council and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	YES
We have maintained an adequate and effective system of internal audit of the Council's accounting records and control systems throughout the year and have received a report from the Internal Auditor.	YES
We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year end, have a financial impact on the Council and, where appropriate have included them on accounting statements.	YES

We have taken appropriate action on all matters raised in previous reports from internal and external audit.	YES
Trust funds – in our capacity as trustee we have discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and if required, independent examination or audit.	N/A

#### **Expenditure under S137 Local Government Act 1972 and S2 Local Government Act 2000**

Section 137(1) of the 1972 Act permits the 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. Section 137(3) also permits the Council to incur expenditure for certain charitable and other purposes. The maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2020-21 was £8.32 per elector.

In 2020-21, the Council made payments totalling £1,515.00 under section 137. These payments are included within 'Other payments' in the Accounting Statement.

The Clerk advised that the above will again be presented to Council at its next meeting following completion of the internal audit. Following certification by the Responsible Financial Officer the Council is required to approve the Annual Governance Statement Part 2

The Clerk referred again to the letter dated 30<sup>th</sup> March 2021 received from Audit Wales that had been emailed to members of Council on 30<sup>th</sup> March 2021 that advised -

1. Following completion of the internal audit the annual return must be certified by the RFO and approved by Council, by 30<sup>th</sup> June 2020
2. Council must send the completed annual return and all requested information by 1st September 2021. Requested information consists of -

#### **Accounting statements**

1. Bank reconciliation as at 31 March 2021.
2. Explanation of variances between the 2019-20 and 2020-21 accounts in the 2020-21 annual return.
3. If applicable, an explanation of any differences between the 2019-20 accounts included on the 2019-20 annual return and the 2019-20 accounts reported on the 2020-21 annual return.

#### **Annual Governance Statement**

1. For those councils subject to the requirements of the Well-being of Future Generations Act 2015, a copy of the Council's report on how it is contributing to the wellbeing of its area. This is not required for Sealand.
2. A copy of the Clerk and RFO contract of employment.
3. Where the Clerk/RFO salary is not specified in the contract or is set annually, minutes of the meeting at which the salary was agreed by the Council.
4. Payslip and tax record for Clerk/RFO for October 2020.

RESOLVED: - that the report be noted.

**20/286                    NOTICE OF AUDIT- 2020/21 FINANCIAL YEAR**

The Clerk referenced the Notice of Appointment of Date for the Exercise of Electors' Rights, Annual Return for the Year Ended 31 March 2021.

The Clerk advised that each year the Council's annual return is audited and any person interested has the opportunity to inspect and make copies of the annual return and all books, deeds, contracts, bills, vouchers and receipts relating to them.

The Clerk outlined the public notice and details of the public inspection arrangements. Inspection runs from 20<sup>th</sup> August 2021 to 17<sup>th</sup> September 2021

The notice is required to be displayed on the Sealand notice boards and the Council's web site no later than 6<sup>th</sup> August 2021.

RESOLVED: - that the report be noted

**20/287                    PAYMENT TO MEMBERS OF COMMUNITY COUNCILS 2021/22 FINANCIAL YEAR**

The Clerk advised on information received from the Independent Remuneration Panel for Wales which had been emailed previously to all members of Council.

Table 9: Community and Town Council Groupings  
Community and Town Council Group Income *or* Expenditure in 2019/20 of:  
A £200,000 and above  
B £30,000 - £199,999 - Sealand Community Council is in Group B  
C Below £30,000

Determination 42 which relates to Councils in Group A and B making a payment available to each of their members of £150 per year for the costs incurred in respect of telephone usage, information technology, consumable etc. The payment of £150 is mandated for every member unless they advise the appropriate officer that they do not want to take it in writing. A form for completion will shortly be circulated by the Clerk.

Determination 44: Community and town councils in Groups B or C can make an annual payment of up to £500 each to up to 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses.

Determination 45: Community and town councils can make payments to each of their members in respect of travel costs for attending approved duties. Such payments must be the actual costs of travel by public transport or the

HMRC mileage allowances as below:

- 45p per mile up to 10,000 miles in the year.
- 25p per mile over 10,000 miles.
- 5p per mile per passenger carried on authority business.
- 24p per mile for private motor cycles.

- 20p per mile for bicycles.

Determination 46: If a community or town council resolves that a particular duty requires an overnight stay, it can authorise reimbursement of

- subsistence expenses to its members at the maximum rates set out below on
- the basis of receipted claims:
- £28 per 24-hour period allowance for meals, including breakfast where not provided.
- £200 – London overnight.
- £95 – elsewhere overnight.
- £30 – staying with friends and/or family overnight.

Determination 47: Community and town councils can pay financial loss compensation to each of their members, where such loss has actually occurred, for attending approved duties as follows:

- Up to £55.50 for each period not exceeding 4 hours
- Up to £110.00 for each period exceeding 4 hours but not exceeding 24 hours

Determination 48: All community and town councils can provide a payment to the mayor or chair of the Council up to a maximum of £1,500. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.

It was noted that the Council has previously agreed to have a Chair's Fund in place which is not an allowance.

Determination 49: All community and town councils can provide a payment to the deputy mayor or deputy chair of the Council up to a maximum of £1,500. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.

In addition, the report pointed out that in relation to payment to members for the 2020/21 financial year then these need to be listed and sent to the Panel and displayed on the council's web site and Council notice boards – refer to Minute 20/257

RESOLVED: That in relation to the 2021/22 financial year, the determinations required concerning payments to members be as follows:

Determination 42 - Payment of £150 paid to Members – to be paid by Council

Determination 44 – Is applicable as relating to Councils in Group B

Determination 45 – Is applicable as relating to Councils in Group B

Determination 46 – Is applicable as relating to Councils in Group B

Determination 47 – Is applicable as relating to Councils in Group B

Determination 48 – Is applicable as relating to Councils in Group B

Determination 49 – Is applicable as relating to Councils in Group B

## **20/288**

### **MATTERS RAISED BY MEMBERS OF COUNCIL**

Concerns about the infilling of drainage ditches and removal of trees to the east of Sealand Manor-Stuart Body will be meeting with Councillor Mary Southall on 20<sup>th</sup> April 2021 regarding the trees.

Need to tidy up the area around the Sealand Road air raid shelter.

Flooding risk – corner Seahill Road / Highgrove

**20/289            MATTERS RAISED BY MEMBERS OF THE PUBLIC**

Concerns re delays to propose palls to reduce the noise levels – foot bridge.

Concerns about noise levels from the motor bike scrambling

Update given regarding broad band connectivity – Ferry Lane including costs.

**20/290            DATE OF COUNCIL’S ANNUAL GENERAL MEETING – 17<sup>th</sup> MAY 2021 – Starting at 6pm**

**20/291            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 7.40pm

..... Signed    17<sup>th</sup> May 2021

