

SEALAND COMMUNITY COUNCIL

MINUTES OF THE ANNUAL GENERAL MEETING OF COUNCIL HELD ON 17th MAY 2021 ON LINE VIA GO TO MEETING

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

Peter Richmond: Clerk and Financial Officer
Two members of the public

21/1 MATTERS RAISED BY THE PUBLIC

Major concern was expressed from a Sandy Lane resident about the major problems being experienced as a result of the nearby residential developments at the Northern Gateway Airfields Site - drainage / flooding issues, nearness of new properties to existing properties, height of the new properties, hours of operation, noise levels and dust.

RESOLVED – that Katie H. Jones, Team Leader - Development Management, Flintshire County Council be advised that Council has very grave concerns about the current and impending Northern Gateway development and its significant negative impact on Garden City residents. Council requests that Katie convenes a site meeting as a matter of urgency which includes relevant County officers, representatives from Praxis and Pochins and Sealand Community Council to enable all the problematic issues to be discussed and to agree on plans that will improve the situation.

Note – a separate site meeting is being arranged regarding the Corus site at Garden City with Bob Nicholson.

21/2 APOLOGIES FOR NON-ATTENDANCE

Apologies were received and accepted from Councillor Alex Lewis

21/3 CODE OF CONDUCT DECLARATION OF INTEREST

No declarations were submitted at the beginning of the meeting.

21/4 CHAIR'S REPORT AND ACTIONS SINCE 19th APRIL 2021

The Chair advised that she had not attended any meetings since the previous Council meeting on 19th April 2021.

RESOLVED – that the report be noted.

21/5 ELECTION OF CHAIR FOR THE COUNCIL YEAR 2021/22

The retiring Chair thanked members of Council and the Clerk for their support during her year in office.

Members of Council expressed their thanks and appreciation for the work undertaken by the retiring Chair during the past year.

There was one nomination proposed and seconded – Councillor Norman Jones

RESOLVED: - that Councillor Norman Jones be elected Chair for 2021/22

The newly elected Chair thanked the retiring Chair for her work as Chair.

21/6 ELECTION OF VICE CHAIR FOR THE COUNCIL YEAR 2021/22

There was one nomination proposed and seconded – Councillor David Wisinger

RESOLVED: - that Councillor David Wisinger be elected Vice Chair for 2021/22

21/7 MINUTES OF THE MEETING OF THE COUNCIL HELD ON 19th APRIL 2021

RESOLVED - that –

- i) the minutes of the meeting of Council held on 19th April 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.

21/8 REVIEW OF COUNCIL MEETINGS – ON LINE / FACE TO FACE

One Voice Wales have advised that Community Councils will have the choice as to whether to meet remotely, physically or on a hybrid basis. Therefore, costs associated with hybrid meetings are not an issue for any council that does not want to meet on this basis. 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 (\$150).

The Clerk had circulated his risk assessment to hold face to face meeting as well as the risk assessment produced by St Bartholomew's Church. A visit to St Bartholomew's Church has been arranged for Monday 24th May 2021 at 5pm so that members of Council can view to meeting arrangements and the arrangements to ensure COVID compliance.

It is now understood that Council can hold an organised event for 30 indoors.

Section 47 of the Local Government and Elections (Wales) Act 2021

On 13th May 2021 all Clerks were advised that the new permanent arrangements for local authority meetings as set out in section 47 of the Local Government and Elections (Wales) Act 2021, (the Act), effective from 1 May 2021, retain the minimum standard for meetings established in the Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020, (the "2020 Regulations").

Whether meetings are held virtually; partially virtually; or entirely face to face, subject to prevailing public health regulations; is matter for those responsible for arranging the meetings. The Act requires that participants (i.e., other council members, members of the public and press) are able to join meetings remotely – even if physical meetings are the preferred mode. Councils are not allowed

to resolve that all meetings will be held entirely physically. The minimum requirement for a meeting is that members are able to hear and be heard by others.

The Clerk has raised concerns about this arrangement with SLCC and One Voice Wales. The CEO of One Voice Wales is speaking to the Government as a matter of urgency to clarify this. It is ridiculous to ask the 500+ Welsh Councils who employ part time Clerks and have limited resources to reach the same technical spec as County Councils. OVW do not think this is viable. County Councils had problems introducing the technology. They are hoping to have an update on Tuesday at the OVW area meeting which the Clerk is attending.

RESOLVED – that the –

- i) report be noted.
- ii) risk assessment to hold face to face meeting be noted.

21/9 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.

21/10 POLICE ISSUES

1. Community Speed Watch – Sealand Avenue, Welsh Road and Sealand Road

No further speed checks have been carried out since the last meeting.

Councillor Mike Walker 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.

2. Sealand – Police walkabout in the area – Wednesday 17th March 2021

Constable Scott Noble 2884 advised that he has been asked to update the local District Inspector and Council.

Speeding -Police have been in contact with FCC Highways. Speed strips have been placed down the length of Station Road at Queensferry and Welsh Road to monitor speed.

PC3604 has agreed to monitor and create a plan for this as part of her probationary period. She intends to get speed gun training and attend the area to provide a visible deterrence. PCSO Rob Bainbridge has been out on foot in these areas and has agreed that there are issues along Sealand Road prior to the average speed camera. Emails have been sent to Ian Bushell from FCC, Highways to try and discuss having a conversation to reduce speed in the area.

Anti-Social Behaviour - It is noted that just prior to Wednesday 17th March 2021 there was a large group of youths within the area causing significant demand in Llys Andrew, Maes Helyg and Sealand Avenue. Work has gone into this issue collectively by the Police. Cameras were put up by FCC in the area. Other members of the group have been given verbal warnings and ABCs to combat future issues. Heavy patrols and bail checks on those persons have been completed. There has been a significant reduction in ASB events relating to youths over the last few weeks.

A plan was already in place managed by PC 2884 Noble. From 1st January 2021 to 18th March 2021 there were 36 reported ASB jobs in relation to youths causing issues. It also shows that from 18th March to 6th May there have been 9 ASB youth related incidents. This is a 70% reduction in reported issues.

Drugs have long been an issue in the Deeside area and is well known to the local officers. A number of warrants were conducted over the last few months within the Deeside area. A large operation has resulted in numerous persons arrested. At this time there are no county lines within the Sealand Ward or any active intelligence in relation to drugs activity. Foot patrols have been conducted in the ward to prevent and deter drug activity.

RESOLVED – that the report be noted.

21/11 FLINTSHIRE COUNTY COUNCIL ISSUES.

a) Underpass - Foxes Lane

Deferred pending further updates.

b) Ferry Lane Footbridge – Noise Nuisance

Wayne Jones contacted Ian Bushell on 25th February 2021 asking if there are any y updates about the footbridge Sealand community Council are asking if there is any progress. Following the April 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

The County Councillor advised that the site is now the subject of a planning application.

RESOLVED – that the report be noted

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

Deferred pending further updates.

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 April 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 25th 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 April 2021 meeting a progress report was requested from Anthony Stanford and a reminder has also been sent.

RESOLVED – that the report be noted.

h) Dandy's Top Soil – Sealand Road

On 16th 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

Neil Parry advised on 13th May 2021 regarding the watercourse feeding the Lum from Manor Road. Neil observed that there is a section of about 60 metres in length which starts about 25 metres from Manor Road which he thinks has been culverted fairly recently. He is certain it was previously an open watercourse.

When Neil and Ruairi met with Councillors Chris Jones, Dave Wisinger and Mike Walker we discussed flooding at Church Cottages. There was a short section of watercourse in Deeside Crescent adjacent to the Sewage Treatment Tank that the County Council are unable to establish ownership. Councillor Mike Walker carried out an investigation having met with a local resident. Councillor Mike Walker will email Neil Parry and the Clerk with his findings.

Another issue discussed was the brick headwalls on ditch crossings opposite the Texaco Garage. Neil is aware that these have been in a state of disrepair for some years now but he considers that the main issue in that locality is that the County Council are unable to establish a connection from one

side of the road to the other. Wayne Jones is not aware of any flooding issues on this section of Sealand Road. Councillor Mike Walker carried out an investigation having met with a local resident. Councillor Mike Walker will email Neil Parry and the Clerk with his findings

The meeting also touched on drainage adjacent to the A550 and it was agreed that Neil would meet up with Councillor Mike Walker to look at the specific issues.

RESOLVED – that the report be noted.

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

The County Council seeks support for and engagement with the match-funding scheme from all Town & Community Councils. Once this support is established, the County Council will recognise the additional play investment needs of towns and villages through the appropriate allocation of capital funding. To assist your members' match-funding decision, Aura's Play Design service has identified the following play area within your community as being most in need of investment: Welsh Road Play Area

In order that they have an agreed programme in place, Council was asked to confirm its expression of interest to Richard Roberts, Aura's Play Design Officer, by 31 May 2021. The outcome of the expression of interest will then be reported back to Council at the earliest opportunity. Richard advised that Aura and the County Council cannot guarantee that all expressions of interest will be approved. The 2021/22 match-funding scheme is being managed and delivered by Aura Leisure & Libraries Ltd in partnership with the County Council.

Conformation of the Council's contribution of £5,000 regarding the Welsh Road Play Area has been provided.

RESOLVED – that the report be noted.

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

Clara Owen, Neighbourhood Housing Officer advised on 27th April 2021 that Capital Works have advised that they have yet to finalise this financial year's Environmental Works Programme but are aiming to complete that process by Friday 7 May 2021.

RESOLVED – that the report be noted.

l) Airfields Development Site

Refer to Minute 21/1 as above.

RESOLVED – that the report be noted.

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

Stuart Body met with Councillor Mike Walker on 20th April 2021. Stuart advised by email on 4th May 2021 – emailed copies to all members of Council on the same day advising that Dewi Ellis (Tree Inspector) advised that it was not tree work that he instigated and it can only be assumed that the low branches were cut by or on behalf of the grass cutting team some time ago,

which is tree work not generally supervised by Dewi because it is usually minor. Stuart accepts that in this case that the removal of the low branches has not been minor and that the form of the tree's crown has been detrimentally affected.

He has undertaken a few searches on the internet for 'Chelsea lime' and there is a variety of silver lime called 'Chelsea sentinel' which arose in the Royal Hospital in Chelsea however this variety does not appear to be pendulous. The lime on the highway verge is more likely to be a silver pendant lime or a Caucasian lime but this would be more evident in leaf and when seeding.

Records indicate that he inspected the tree in February 2018 along with another lime on the highway verge opposite and, at that time, a TPO could not be justified. FCC has to prioritise its resources where they are most effective and he is still of the view that to TPO a tree on a highway verge because historical pruning has harmed its form cannot be justified. If a TPO were to be made it would mean that, where necessary, StreetScene would have to apply to the Local Planning Authority to carry out works to the tree, creating additional bureaucracy.

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 21st 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 April 2021 meeting of Council Wayne Jones was asked to submit a progress report.

RESOLVED – that the report be noted.

o) Parking Complaints – Welsh Road

Deferred pending further updates.

p) Parking Complaints – Meadow View

Deferred pending further updates

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

The County Councillor on 7th 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. The issue is being actioned by the Police and Enforcement.

RESOLVED – that the report be noted.

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

Anthony Stanford, Transport Manager confirmed on 1st 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.

RESOLVED – that the report be noted.

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

At the last meeting is 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.

Stuart Body advised that the woodland situated due east of the play area on East Green Lane but separated from it by an arable field is not subject to a Tree Preservation Order and therefore is not subject to the council's protection.

There are general restrictions on tree felling that are administered by Natural Resources Wales. These restrictions limit the volume of timber that can be felled in any given calendar quarter without a licence, unless some other exemption applies. Where Stuart believes the volume of timber felled exceeds what is permitted, he will report the matter to one of his counterparts at NRW for investigation. In this case it does not appear the tree felling would have required a licence from NRW and he advised Councillor Mary Southall of this.

Neil Parry advised that he will shortly meet with Councillor Mary Southall concerning the drainage ditches.

RESOLVED – that the report be noted.

t) Provision of replacement seats / benches at Stoneleigh Close – Garden City

All benches have had new wooden slats on the seat part. Funding is not available to complete the repairs.

RESOLVED – that the report be noted.

u) Sealand Road – Speed Limit Change Point 50 to 40 mph

Ian Bushell has advised that Technical Officers have reviewed the speed limit signs at the location as described below and the situation can be improved with additional 40mph repeaters. These will shortly be installed.

RESOLVED – that the report be noted.

21/12 COUNCIL'S STREET LIGHTING

All of the Council's 69 street lights are working. The lighting stock reduces to 59 on 1st 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.

21/13 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.

21/14 PLANNING APPLICATIONS

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

062381	The proposed works are to remove the existing decayed timber deck planks and replace with composite glass fibre decking planks with resin bearers. The new decking planks and bearers will be fixed to the existing steel cantilever using existing fixing bolt holes. The walkway is bolted to	Hawarden Bridge, Shotton, Deeside, Flintshire, CH5 1PY
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	the east elevation and cantilevers out from the grade 2 listed railway bridge and was installed in 2003 and is approximately 172m long x 2.3m wide. The walkway carries a cycleway and walkway over the River Dee and the new decking will have very little impact on the bridge appearance and will allow the continued safe use and enjoyment by the public.	
062409	Application for approval of reserved matters for proposed enabling and infrastructure works on residential phases 1b, 2 and 3 following outline approval (059635)	at Former Corus Garden City site, Garden City, Deeside
062410	Application for approval of details reserved by condition no's 5,7,9,13,15,16,17,18,19,25,30 and 33 attached to Planning Permission reference 059635	at Former Corus Garden City site, Garden City, Deeside
062411	Application for approval of details reserved by condition no's 13 (Landscape) and 31(Traffic Calming, Signing, Surface Water Drainage, Street Lighting, Internal Estate Roads) attached to Planning Permission reference 059635	at Former Corus Garden City site, Garden City, Deeside
062863	Proposed Development consisting of 4 No. Class E(a) and E(b) food and retail units and associated car parking and signage.	Former Gateway to Wales Hotel, Welsh Road, Garden City, Deeside, Flintshire, CH5 2HX

RESOLVED – that –

- i) no objections be raised in respect of PA 062381.
- ii) objections be raised in respect of PA 062409, 062410 and 062411

The Council has major concerns concerning the proposed raising of height with sand and top soil. This will cause vast amounts of dust and noise.

The raising of the height of the site and the consequent higher level of the properties to be built will mean that existing Garden City properties will be overlooked resulting in a loss of privacy and a reduction in amenity value and an increase in nuisance.

Council also requests that all necessary safeguards are put in place during construction to avoid unnecessary negative nuisance to adjacent properties including the risk of structural damage when pile driving is in operation for the construction of foundations. With the nearness to existing properties Council is very concerned that cracks will appear in inner walls

Council has major concerns on the impact of the current drainage of the area which potentially could have a major flooding impact on Garden City

Traffic issues are a major concern as all new traffic will be linked into Welsh Road creating additional pressure on the highway's infrastructure

Council has major concerns about school provision at Sealand Primary School with the high numbers of new pupils that will be living at the to be built additional properties

Council has major concern on the impact of local health facilities – GP surgeries and dentists.

Council would like to see the definite inclusion of the provision of children's play area on the sites in question.

iii) objections be raised in respect of PA 062863

Council noted that whilst the proposed retail outlets would add to the local facilities Council raises objections in respect of 062863 on the grounds that the proposal will increase traffic flows leading to potential road safety problems with its nearness to the traffic roundabout and bus stop. The entrance to the site is of course the same entrance as used by the former Gateway to Wales Hotel, however, there is now more traffic using this roundabout than in the past. The expanding local developments including the new Amazon distribution centre, the significant new housing developments will add further to these traffic flows. The proposed development potentially may cause traffic queues that could prove a danger to traffic leaving the dual carriageway to enter Welsh Road. Added to this is the nearby bus stop. Council urges that consideration should be given to improving the current entrance and exit for the proposed site if this development is to go ahead.

21/15 ACCOUNTS FOR PAYMENT

The Clerk was advised by the internal auditor on 22nd April 2021 that the office allowance payment paid through PAYE can be reduced by £312 pa - the HMRC home working tax allowance. The PAYE amount is therefore reduced from £10,916 to £10,604.

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 – 5 cheques x 5 = £5.10. £11.25 in total.

Cheque No	Payable to	Details	Amount	VAT	Vat Code	Expenditure Powers
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003420	Cheque Destroyed					
003421	JDH Business Services Ltd	Internal Audit Fee – re 2020/21	£289.80	£48.30	771744412	Local Govt Act 1972 (S111)
003422	P. Richmond	Salary etc. – May 2021	£710.79			Local Govt Act 1972 (S112)
003423	HMRC	May 2021 Tax PR £343.20 and Employers NI £16.65	£359.85			Local Govt Act 1972 (S112)
003424	Jolora Ltd	Retainer for half day website maintenance - May to July 2021	£576.00	£96.00	294456859	Local Govt Act 1972 (S142)
003425	J.G. Copiers Ltd	4 Black printer cartridges for Council HO Phaser printer	£82.74	£13.79	767915577	Local Govt Act 1971 (S111)
003426	Flintshire County Council	Street Lights Energy – Jan to March 2021	£723.75			Highways Act 1980 (301)
003427	Councillor Mrs. B. Hinds	Engraving of Chair's Office	£11.25			Local Govt Act 1971 (S111)
Total Spend			£2,754.18	£158.09		

21/16 INCOME

The Clerk advised that Council had received the following income –

Lloyds Bank	Interest payment	£0.29
HMRC	Refund VAT 2020/21	£799.60
Flintshire County Council	First Precept Payment	£19,000.00
Total		£19,799.89

RESOLVED – that the income be noted.

21/17 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.

21/18 FRIENDS OF SEALAND – FIGTREE PROJECT – ST. BARTHOLOMEW’S CHURCH

It was reported that the Church has recently held a Holy Communion.

RESOLVED - that the report be noted.

21/19 PROPOSED FLINTSHIRE COUNTY SUMMER PLAYScheme 2021 - TO FLINTSHIRE TOWN AND COMMUNITY COUNCILS

Deferred pending further updates.

21/20 LOCAL GOVERNMENT AND ELECTIONS(WALES) ACT 2021

The Act changes the electoral cycle of principal councils and community councils from four to five-year terms. This would bring local government elections into line with the five-year terms for the UK Parliament (as set in the Fixed Term Parliaments Act 2011) and for the Assembly in GoWA 2006.

The electronic publication of documents extends to include making available key information as soon as reasonably practicable, and within seven working days of the community council meeting taking place, and must include: the names of members who attended; apologies for absence; declarations of interest; any decisions taken and the outcome of any votes. This would not apply to any decisions taken in private, or where disclosure of the information would be contrary to any enactment. NOTE –One Voice Wales have advised that this part of the act and is still being consulted on and will not come into force until May 2022.

From 5 May 2022 people presiding over community and town council meetings that are open to the public must give members of the public in attendance reasonable opportunity to make representation about any business being discussed at the meeting, unless this is likely to prejudice the effective conduct of the meeting. NOTE – this is in place at Council meetings.

From April 2022 community and town councils will have a duty to prepare and publish a report about the council’s priorities, activities and achievements. The first report must relate to the financial April 2021- March 2022 and be published as soon as reasonably practicable after April 2022. NOTE –One Voice Wales have advised that they are seeking clarification on this issue. They have to give us more detail on this. Given the low cash/resource base of many Councils, they can't be looking to set the bar very high. I think we are looking at something quite modest rather than some big glossy production. OVW will keep pushing and let everybody know via emails and the bulletin as soon as we get some detail.

RESOLVED: - that the report be noted

21/21 SUMMARY OF ACCOUNTS – 2021/22 FINANCIAL YEAR

The Clerk outlined the expenditure and income for the 2021/22 financial year up to cheque number 003426. This information was circulated by email before the meeting.

2021/22 Financial Year		Actual	Anticipated	Difference
Income				
General Admin Inc. Precept		£19,000.00	£57,000.00	-£38,000.00
Bank Interest		£0.29	£5.00	-£4.71
VAT Refund		£799.60	£800.00	-£0.40
Milk Claims		£0.00	£200.00	-£200.00
Total		£19,799.89	£58,005.00	£38,205.11
Expenditure		Actual	Anticipated	Difference
Bank Charges		£11.25	£60.00	-£48.75
Chair's Fund		£0.00	£800.00	-£800.00
Staffing Costs		£1,859.82	£11,396.00	-£9,536.18
Admin Costs inc audit charges		£1,392.29	£2,640.00	-£1,247.71
Council Web Site		£576.00	£2,400.00	-£1,824.00
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		£723.75	£26,950.00	-£26,226.25
Grants – Section 137		£0.00	£2,200.00	-£2,200.00
School Milk – Section 137		£0.00	£2,000.00	-£2,000.00
Total		£5,232.62	£61,391.00	£56,158.38
Current Summary	Balance as at 1 st April 2021 including £25,000 contingency fund.	£45,903.78		
	Total expenditure	£5,232.62		
	Total income	£19,799.89		
	Balance	£14,567.27		
	Overall balance as 17 th May 2021	£60,471.05		
End of Year Prediction	VAT Costs for 2021/22 financial year	£158.09		
	Balance as at 1 st 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		
Anticipated Overall Balance as at 31st March 2022		£ 42,517.78		

The Clerk advised on email communications received from Audit Wales on 30th 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 had detailed the accounts for Council in the Local Council for Wales Annual Return for the year ended 31 March 2021 at the previous meeting of Council. The Clerk had also detailed the annual governance statement at the previous meeting of Council.

The Clerk advised that as RFO/Clerk he had signed the Certification of the Annual Return on 5th May 2021 certifying that the accounting statements contained in the Annual Return presents fairly the financial position of the Council its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2021

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

1. Following completion of the internal audit as reported in Minute 21/21 the annual return must be certified by the RFO and approved by Council, by 30th June 2020. The RFO certified the Annual Return on 5th May 2021.
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

- i) the report be noted.

- ii) it be noted that an interim copy of the Annual Return should be added to the Council's web site with a final version being added on completion of the audit.
- iii) the Chair be authorised to sign the Annual Return under resolution 21/22 iii) confirming that these accounting statements and Annual Governance Statement are approved by the Council.

21/23 INTERNAL AUDIT 2020/21 FINANCIAL YEAR

The Clerk advised that the Internal Audit was completed by JDH Business Services Ltd following testing of the internal controls specified on the Annual Return for local councils in Wales. On the basis of the internal audit work carried out, in their view the council's system of internal controls is in place, adequate for the purpose intended and effective, subject to the issues reported in the action plan.

The Clerk reported on the internal auditor's internal controls and internal audit testing – a copy had been circulated to all members of Council.

Issue 1 – The Risk Assessment does not address the risks of supplier (procurement) fraud

Recommendation – The Risk Assessment should be updated to include supplier (procurement) fraud including the adequacy of supplier onboarding controls.

Follow up – To add the following to the Risk Assessment for 2022/23 which will be presented to Council for review and adoption at its meeting in November 2021

The issue raised about risk assessment – advised that there is evidence the risk of supplier fraud for organisations has increased substantially. The risks can be managed via appropriately robust policies and procedures. Prevention controls for this type of fraud include -

- a) training for staff to alert them to the potential risks of providing sensitive company information, by phone or other means, especially contract and account information.
- b) establish a rigorous change of supplier details procedure - where a supplier has purported to have changed their bank details always call the supplier to check the veracity of a request, using details in your system, rather than those on any associated letter or email. A person should be authorised to approve a supplier bank account change after having reviewed the process undertaken to verify the supplier details change
- c) periodic review of supplier accounts should also be undertaken to remove any dormant accounts. This reduces the likelihood of any old supplier information being used to secure fraudulent payments.
- d) checking address and financial health details with Companies House
- e) checking samples of online payments to supplier invoices to ensure the payment has been made to the supplier bank account.
- f) adequacy of insurance cover (NB most standard parish council policies do not cover supplier fraud)

The Clerk advised that Council do not carry out on line payments all payments being made by cheque. A copy of the internal audit report 2020/21 has been added to the Council's web site

RESOLVED: - that the report be noted.

21/24 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 20th August 2021 to 17th September 2021

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

RESOLVED: - that the report be noted

21/25 REVIEW OF THE CLERK'S CONTRACTED HOURS, GRADING AND OFFICE ALLOWANCE

The Clerk referenced the report circulated before the meeting.

Following discussions with the Chair and Vice Chair the Clerk contacted SLCC to ask on the process for the Clerk's NALC grading to be reviewed. Gwilym J. Rippon - Fellow of the SLCC responded outlining that he has worked in the sector for over 15 years and has undertaken 25 staffing reviews in the last 5 years. It's important for the process to be transparent and robust and undertaken by an impartial, objective person. The Clerk had consulted with the Chair and Vice Chair on this. He will produce a report together with the evidence to back up his findings for members to look at, which will stand up to public scrutiny. His fee will be £250.00 to undertake the task. The cost is covered under S112 of the Local Government Act 1972".

RESOLVED – that the-

- i) Clerks contracted hours be increased from 14 to 16 hours a week and to be effective from 1st April 2021 increasing his annual salary from £9,266 to £10,590
- ii) payment of £1,650 be adjusted to £1,100 and to be effective from 1st April 2021.
- iii) it be noted that the Clerks combined annual payment from 1st April 2021 increases from £10,916 to £11,690.
- iv) Clerk should amend his contract of employment and refer to the Chair for signature
- v) Chair be authorised to sign the Clerk's amended contract of employment.
- vi) Gwilym J. Rippon - Fellow of the SLCC be asked to carry out a staffing review and job evaluation for the cost of £250.00 – S112 LGA 1972.

21/26 SCHEME OF DELEGATION

RESOLVED – that the Scheme of Delegation as circulated by the Clerk be noted.

21/27 **COUNCIL'S PHYSICAL ASSET REGISTER MAY 20210**

The Clerk referred to the following documents that were recently emailed to members of Council Asset Register – May 2021 and Asset Register Summary May 2016 to May 2021.

Assets	Value – Purchase Price	Insurance Cover
Chairs of Office	£6,059.90	£8,037.24
Notice Boards	£2,451.52	£6,442.08
Office Equipment	£855.00	£1,087.40
Public Seats	£2,085.00	£7,917.85
Street Lighting-	£86,250– proxy value refer to Asset Register	£86,250.00
Dummy Digital Recorder Cameras	£1,070	£2,060.00
Defibrillator and Cage	£1,184.00	£1,293.79
Total	£99,955.42	£113,088.36

RESOLVED – that –

- i) the report be noted.
- ii) copies of the Council Asset Register – May 2021 and Asset Register Summary May 2016 to May 2021 be added to the Council's web site replacing the existing documents.

21/28 **MATTERS RAISED BY MEMBERS OF COUNCIL**

FCC Review of the condition of Footways needs to be undertaken

Wildflowers on our road network – can these be provided to the small roundabouts on the Garden City / A494 flyover

21/29 **MATTERS RAISED BY MEMBERS OF THE PUBLIC**

No issues were raised.

21/30 **DATE OF COUNCIL'S NEXT MEETING – 21st JUNE 2021 – Starting at 6pm****21/31** **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 8pm

..... Signed 21st June 2021