

SEALAND COMMUNITY COUNCIL

DECISIONS SUMMARY OF THE MEETING OF COUNCIL HELD ON 15th NOVEMBER 2021 at ST. BARTHOLOMEW'S CHURCH AT ST. BARTHOLOMEW'S CHURCH, OLD SEALAND ROAD, SEALAND, DEESIDE. CH5 2LQ

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

Peter Richmond: Clerk and Financial Officer.

Paul Edwards: StreetScene.

One member of the public

21/153 APOLOGIES FOR NON-ATTENDANCE

Apologies were received and accepted from Councillors Jean Fairbrother and Alex Lewis.

The Clerk advised that he had received a letter of resignation dated 12th November 2021 from Councillor Doctor Mikael Khan. The Clerk advised that he had thanked Mikael for his support over the past few years and wished him well and his family.

RESOLVED – that the report be noted

21/154 CODE OF CONDUCT DECLARATION OF INTEREST

No declarations were submitted at the beginning of the meeting.

21/155 CHAIR'S REPORT AND ACTIONS SINCE 18th OCTOBER 2021

The Chair advised that there were no actions or reports to advise on.

RESOLVED – that the report be noted.

21/156 MINUTES OF THE MEETING OF THE COUNCIL HELD ON 18th OCTOBER 2021

RESOLVED - that the minutes of the Meeting of Council held on 18th October 2021 be confirmed as a true and correct record.

21/157 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).

At the September 2021 Council approved the use of the Chair's Fund to be used to fund refreshments at both the Remembrance Sunday on 14th November 2021 and the Celebration of Christmas on Thursday 16th December 2021. There will also be costs for a choir to attend.

RESOLVED – that the report be noted

21/159 FLINTSHIRE COUNTY COUNCIL ISSUES.

b) Ferry Lane Footbridge – Noise Nuisance

Ian Bushell has advised that Streetscene and Transportation do not currently have funding available to carry out detailed noise surveys or to complete any major works to reduce the noise made in exceptional circumstances. As the structure forms part of Flintshire promoted cycleway network it has highlighted and will be assessed for a potential future scheme under the Active Travel funding. The scheme would be to widen the current deck width to a minimum of 3 meters, adjust the parapets in line with Active Travel guidance and modified to reduce vibrations / noise in high winds. If it meets the criteria for grant schemes and is ranked high enough against other proposals, it could then be put forward for a funding bid from Welsh Government

RESOLVED – that Ian Bushell be advised that the Council supports the outlined proposal

21/162 PLANNING APPLICATIONS

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

PA Number	Application details	Location
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
063145	Variation of wording of conditions 5 and 40 of planning permission ref. 059635.	Former Corus Garden City Site Welsh Road, Garden City, Deeside
063591	Application for approval of reserved matters following outline approval. (059635)	Former Corus Garden City site, Welsh Road, Garden City, Deeside

RESOLVED – that

- i) no objections be raised with regard to the outlined planning applications 063145 and 063591
- ii) 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.

21/163 ACCOUNTS FOR PAYMENT

RESOLVED: - that

- i) the under mentioned accounts be approved for payment.
- ii) it be noted that the Lloyds Bank charges for the most recent periods are £7.00 per month with an additional charge of £0.85 per cheque is £8.70 – 2 cheques x £0.85 = £1.70 and £10.40 - £7.00 4 cheques x £0.85 = £10.40

Cheque No	Payable to	Details	Amount	VAT	Vat Code	Expenditure Powers
003459	Flintshire County Council	Invoice TX096152 October Lighting Maintenance and Invoices TX 096153 /TX096154 Repairs at Cedar Avenue	£936.75			Highways Act 1980 (301)
003460	P. Richmond	Salary etc. November 2021	£723.18			Local Govt Act 1972 (S112)
003461	HMRC	November 2021 Income Tax PR £379.20 and Employers NI £29.14	£408.34			Local Govt Act 1972 (S112)
003462	Flintshire County Council	Contribution towards play leadership scheme - 2021	£5,715.60			Local Govt Act (Miscellaneous Provisions Act) 1976(S19)
003463	Jolora Ltd	50 % Retainer for half day website maintenance – November to January 2022	£288.00	£48.00	294456859	Local Govt Act 1972 (S142)
003464	Jolora Ltd	50 % Retainer for half day website maintenance – November to January 2022	£288.00	£48.00	294456859	Local Govt Act 1972 (S142)
003465	P. Richmond	Refund Stationery	£16.00			Local Govt Act 1972 (S112)
003466	Flintshire County Council	Energy Charges April to August 2021 for 69 lights	£1,449.00			Highways Act 1980 (301)

Total Spend			9,824.87	£96.00		
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21/172 NOTICE OF A VACANCY

At the September 2021 meeting of Council, it proceeded to co-option. Council issued the required notice which had been placed on the Council's notice boards and its web site. The notice was issued with a date of 1st October 2021 with a submission dated to the Clerk of 21st October 2021. At the previous meeting the Clerk advised that should no applications be received by 22nd October 2021 a further notice will be issued with a closing date of 9th November 2021. The notices were added to the Council's web site and notice boards. The same date for 6 months deadline regarding the 2022 Council elections.

No requests were received

The Council now has two vacancies – Refer to Minute 21/153

RESOLVED – that the reports be noted.

21/175 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 Annual Investment Strategy - Complaints Procedure –Data Protection Policy - Financial Regulations - Freedom of Information Access Arrangements - Health and Safety Policy - Information Security- Internal Financial Controls Policy - Press and Social Media Policy - Public Participation Protocol - Records Management Policy - Retention of Records Policy - Risk Assessment Processes - Scheme of Delegation , Multi Location Meetings Policy - Members Self-Regulatory Protocol and Standing Orders.

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. Copies had been circulated by email.

The Clerk also referenced an amended version of the model informal resolution protocol produced by One Voice Wales. The amendment made to the protocol is that repetitive low level and frivolous complaints should now be considered for informal resolution. Copy has been circulated by email.

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 2022/23 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 2022/23 be noted.
- e) JDH Business Services Ltd be reappointed as the Council's internal auditor.
- f) the 2022/23 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, 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, Members Self-Regulatory Protocol, Scheme of Delegation and the Multi Location Meetings Policy
- i) Council adopts the amended version of the model informal resolution protocol produced by One Voice Wales. The amendment made to the protocol is that repetitive low level and frivolous complaints should now be considered for informal resolution. (Copy has been circulated by email)

21/167 COMMUNITY AND TOWN COUNCIL ELECTIONS – MAY 2022

Lynn Phillips – Democratic services has advised that it is important that your Council is aware of and considers these elections when setting its precept. The Council will need to ensure that there are sufficient funds to cover the full cost of the elections (in the event that the Town / Community Council elections are held on their own), whether the election is contested or not.

To give you some guidance on setting the precept the estimated costs of the elections are set out below. These are not definitive costs and are based on recent costs to administer by-elections.

Estimated cost per Town / Community or Town / Community Ward

Up to 1,000 electors	£2500
Up to 2,000 electors	£3500
Up to 3,000 electors	£4500
Up to 4,000 electors	£5000
Over 4,000 electors	£5500

Please bear in mind that these are not actual figures, . It is possible that these costs may increase as a result of the Covid pandemic, particularly if there is an increase in the number of postal voters or polling station hire fees. There could also be an increase in printing and postage costs.

Should the relevant seat on the County Council be contested, some costs will be shared between the County Council and your Council, thus the cost to your Council will be less.

Should the Town / Community or Town / Community Ward be uncontested then the estimated charge will be between £200 - £250.

Casual Vacancies – Six-month rule

If a casual vacancy occurs in the six months before the date on which that elected member would have retired, an election is not to be held, unless more than one third of the Council's seats are vacant.

Having said this, where a casual vacancy occurs at a town or community council in the six months before the date on which that elected member would have ordinarily retired, the town or community council, may still fill the vacancy by co-option for the remaining term of office. This co-option should take place as soon as is practicable. (Rule 5, Parishes and Communities Rules 2006). On that basis, as all Members stand down on the fourth day after the day of the election, the date of retirement would be Monday, 9 May, 2022 with the six-month period beginning on Tuesday, 9 November, 2021.

RESOLVED – that

i) the report be noted.

ii) Council will need to set aside at least £4,500 within its Precept calculation for the 2022/23 financial year.

21/170 DATE OF COUNCIL'S NEXT MEETING – 13th DECEMBER 2021– Starting at 6pm at St. Bartholomew's Church

21/171 IN ACCORDANCE WITH SEALAND COMMUNITY COUNCIL'S CODE OF CONDUCT - DECLARATION OF INTEREST

Council Member	Item	Minute Reference

18th November 2021 - PR

The meeting opened at 6pm and closed at 8.20pm

..... Signed 13th December 2021