

SEALAND COMMUNITY COUNCIL

MINUTES OF THE MEETING OF COUNCIL HELD ON 13th APRIL 2022 AT ST. BARTHOLOMEW'S CHURCH, OLD SEALAND ROAD, SEALAND, DEESIDE. CH5 2LQ

PRESENT: Councillors Norman Jones (Chair), Jean Fairbrother, Ashley Griffiths, Chris Jones (County Councillor), Mary Southall, Brian Ward and David Wisinger (Vice-Chair).

Peter Richmond: Clerk and Financial Officer.

21/305 MATTERS RAISED BY THE PUBLIC – OPEN FORUM

No issues were raised before the meeting and the Clerk had not received a request to hold a hybrid meeting.

21/306 APOLOGIES FOR NON-ATTENDANCE

Apologies were received and accepted from Councillors Gwyneth Bullock, Barbara Hinds, Bob James, and Alex Lewis.

21/307 CODE OF CONDUCT DECLARATION OF INTEREST

No declarations were submitted at the beginning of the meeting.

21/308 CHAIR'S REPORT AND ACTIONS SINCE 21st MARCH 2022

The Chair advised there were no actions to report on.

21/309 MINUTES OF THE MEETING OF THE COUNCIL HELD ON 21st MARCH 2022

RESOLVED - that the minutes of the Meeting of Council held on 21st March 2022 be confirmed as a true and correct record.

21/310 CHAIR'S FUND 2021/22 and 2022/23

The Clerk reminded Council that the agreed spend for the Chair's Fund for both the 2021/22 and 2022/23 financial years is £800.00. Payments being made under expenditure powers - Ancillary Power Local Government Act 1972 (S11). The full allocation for 2021/22 has been spent.

RESOLVED – that the report be noted.

21/311 POLICE ISSUES

a) Community Speed Watch – Sealand Avenue, Welsh Road and Sealand Road

Councillor Ashley Griffiths advised that with Councillor Brian Ward they will have carried out two speed checks on Welsh Road and by the Amantola Restaurant during the current week.

RESOLVED – that the report be noted.

b) Sealand – Police walkabout – to be rearranged

There was no report.

c) Bi-monthly meetings between North Wales Police, local councils (town and community)

The first on line meeting on Teams was cancelled and will be rearranged.

RESOLVED – that the report be noted.

21/312 FLINTSHIRE COUNTY COUNCIL ISSUES.

a) Underpass - Foxes Lane

RESOLVED – that Wayne Jones be asked to inspect the underpass and to arrange for the side walls to be cleaned and to arrange to have the inoperative lights repaired.

b) Ferry Lane Footbridge – Noise Nuisance

There was no report.

c) Car Sales – Sealand Road / St. Bartholomew's Court – PA 061235

There was no report.

d) Car Park – Welsh Road (Griffiths Pharmacy)

Paul Edwards previously advised that a design is being prepared. Wayne Jones advised that he will discuss with Paul Edwards.

RESOLVED – that the report be noted.

e) Dandy's Top Soil – Sealand Road

The County Councillor advised that Enforcement have recently visited the site.

RESOLVED – that the report be noted.

f) Sealand Ditches

There was no report.

g) Vehicles being driven on to grass verge at Meadow View, Sealand Manor

On 23rd February 2022 Steve Fanning - Capital Works Team Leader advised that be assured the work is part of the next tranche to be released, they plan that this will be within the next financial year but at this time we cannot be certain in terms of timescales.

RESOLVED – that the report be noted.

**h) Children’s Play Areas - Need to improve signage – No Dogs
Welsh Road Recreation Field / Kingsley Road Play Area**

Paul Edwards has previously confirmed that a program of works has been agreed regarding ongoing issues.

RESOLVED – that the report be noted.

i) 10 West Green - Sealand Manor

The Clerk reported on an update regarding commercial vehicles being parked on the driveway of the said property. Councillor Mary Southall advised that she had recently met with Stacey Wynne, Planning Enforcement Officer

RESOLVED – that the County Councillor and Council should request James Wright Davies to meet on site with Councillor Mary Southall to discuss the issues.

j) Concern about condition of side access – 31 Welsh Road, Garden City

The County Councillor referenced planning application - 062135 - Land to the rear of 31 Welsh Road, Garden City and advised that the outcome of the planning appeal will shortly be made available.

RESOLVED - that the report be noted.

k) Concern about the field access onto Meadow View and access route across the fields adjacent to properties.

The County Councillor advised Stef Connah Planning Enforcement on 28th March 2022 that large agricultural vehicles are using this entrance to the field all hours of the day and night, which is totally unacceptable and during weekends. This is causing a lot of disturbance for residents. The properties on the estate are being affected by the dust and mud, their cars and washing are covered in filth, so are their windows. Now they have to endure smoke from fires as well, causing odour and dust particles into their homes. A reply is awaited.

RESOLVED – that the report be noted.

l) Amazon traffic turning right instead of left.

RESOLVED – that Ian Bushell and Kate Wilby be reminded of the County Councillor’s email dated 4th March 2022 that we are still experiencing traffic problems with vans coming from Amazon and turning right instead of left. The County Councillor advised on the comments received from the Police and that it would be beneficial to change the layout of the exit and have the junction controlled by traffic lights. This will ensure vehicles are pulling out safely, and will also slow the traffic on Welsh Road. Council requests a progress report.

21/313 **COUNCIL'S STREET LIGHTING**

All of the Council's 59 street lights are working.

At the previous meeting Council agreed to have the 4 columns 24 to 27 on Manor Road replaced and adopted as a matter of urgency. At present depending on the 2022 Community Council election costs either 5 or 6 lights will be upgraded in 2022/23. The cost to upgrade and have adopted per column is £2,150. The work is now in progress.

RESOLVED - that the report be noted.

21/314 **SECTION 137 – LOCAL GOVERNMENT ACT 1972 – PAYMENT OF GRANTS**

The appropriate sum for the S137 Expenditure Limit for the purpose of Section 137 (4) (a) of the Local Government Act 1972 for the calculation of the Free Resource Base is based on the local population taken from the current electoral role. The Welsh Government advised that the Section 137 Expenditure Limit for 2022/23 has been increased by 4.8% (Retail Price Index) from £8.41 to £8.82 per elector. The electoral role from Flintshire County Council at December 2021 indicated a total of 2393. The amount per elector of £8.82 produces a total of £21,106.26.

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 £8.82 for 2022/24

Allocated spend in 2022/23 is Section 137 grants of £3,000 and for school milk £1,500

RESOLVED – that the report be noted.

21/315 **PLANNING APPLICATIONS**

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

PA Number	Application details	Location
064164	Part two storey and part single storey extension	The Poultry Farm, Sealand Road, Sealand, Chester, Flintshire, CH1 6BS
064300	Application for removal or variation of a condition following grant of planning permission. (063101)	RAF Sealand South Camp, Welsh Road, Garden City, Deeside, Flintshire, CH5 2RD
064334	New tank farm, cooling tower and roof top extension works	Sherwin Williams Parkway, Second Avenue, Sealand, Flintshire, CH5 2NN
064345	Housing development sales signage and flags	RAF Sealand South Camp, Welsh Road, Garden City, Deeside, Flintshire, CH5 2RD

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

21/316**NATIONAL PAY AWARD SETTLEMENT AND PAYROLL PROVIDER UPDATE**

As of 1st April 2021, all local council staff with a contractual entitlement will have a 1.75% increase applied to their pay scales, resulting in all such staff receiving full years back pay. NALC have reissued the relevant pay scales to enable councils to make any payments due to staff.

In 2021/22 the Clerk received a salary of £10,590 – the owed amount is £183.00. This amount has been added to the April 2022 salary payment

At the May 2021 meeting it was resolved that it be agreed that the Clerk should move to scale point 24 with effect from 1st April 2022 and then point 25 at 1st April 2023 and point 26 at 1st April 2024. Based on contracted 16 hours worked the salary for 2022/23 will be £12,398.

Point scale 24 was £28,672 and from 1st April 2021 increased to £29,174. Pro rata 16 hours this is £12,398 to £12,615. Wainwrights Accountants advised they have adjusted the monthly payment accordingly from 1st April 2022.

Payroll Provider

Wainwrights Accountants have provided full details of the following -

1. Analysis of the Clerk's pay during the 2022/23 Tax Year – Summary of monthly gross pay, tax deducted, net pay and employer NIC.
2. Payslips for the 2022/23 Tax Year.
3. PAYE Payment Schedule for the 2022/23 Tax Year – Details of PAYE to pay to HMRC each month.
4. Their invoice for payment

RESOLVED – that the report be noted.

21/317**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 period is £12.10 re £7.00 per month with an additional charge of £0.85 per cheque – 6 x £0.85 = £5.10 = Total £12.10

Cheque No	Payable to	Details	Amount	VAT	Vat Code	Expenditure Powers
003493	P. Richmond	Salary etc. April 2022	£858.77			Local Govt Act 1972 (S112)
003494	HMRC	April 2022 Tax PR £493.60 and Employers NI £71.67	£565.27			Local Govt Act 1972 (S112)
003495	Zurich Municipal	Annual Insurance Charge	£628.95			Local Govt Act 1972 (S111)
003496	Wainwrights Accountants	Annual Charge Payroll Services	£150.00	£25.00	932721925	Local Govt Act 1972 (S111))

003497	Wrexham Bidston Rail Users Association	Annual Subscription	£25.00			Miscellaneous Powers LGA 1972 (S111)
003498	Jolora Ltd	Retainer - half day web site maintenance – April and May 2022	£384.00	£64.00	292256859	Local Govt Act 1972 (S142)
003499	Audit Wales Office	External Audit Fee – re 2021/22	£200.00			Local Govt Act 1972 (S111)
003500	J.G. Copiers Ltd	Laser Jet Toners for HP 552 printer	£736.80	£122.80	767915577	Local Govt Act 1972 (S111)
003501	Flintshire County Council	Energy Street Lighting – January to March 2022	£723.75			Highways Act 1980 (301)
Total Spend			£4,272.54	£211.80		

21/318 INCOME

The Clerk advised that Council had received the following income –

Lloyds Bank	Interest payment	None to report
Total		£0.00

RESOLVED – that the income be noted.

21/319 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.

21/320 FRIENDS OF SEALAND – FIGTREE PROJECT – ST. BARTHOLOMEW’S CHURCH

There was no report.

21/321 SEALAND FLOOD WARDENS

There was no report.

21/322 SEALAND COMMUNITY COUNCIL – BANK RECONCILIATION –
31st MARCH 2022

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 31st March 2022 is –
Account - no – 0388217 - £8,180.51 - Account - no – 7326098 - £36,857.44
Total - £45,037.95

Total bank accounts – £45,037.95 less unpaid cheques of £798.50 as outlined by the Clerk leaves a nett balance of £44,239.45. This amount cross references with the summary of income and expenditure report as at 31st March 2022 as circulated by the Clerk.

The bank reconciliation statement including copies of the appropriate bank statements were circulated to all members of Council by email on 5th April 2022

The Vice Chair signed two hard copies of the bank reconciliation statement.

RESOLVED: - that the report be noted

21/323 INTERNAL AUDIT 2021/22 FINANCIAL YEAR

The Clerk had previously outlined the requirement to 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 commences on Thursday 21st April 2022 with a return of all documents on Thursday 28th April 2022.

RESOLVED: - that the report be noted.

21/324 POCHINS DEVELOPMENT / CORUS SITE

There was no report

21/3256 AIRFIELDS DEVELOPMENT SITE

Countryside Customer Care are investigating complaints regarding the installed house alarm system. Further information is awaited.

RESOLVED: - that the report be noted

21/326 MANURE SPREADING AND OBNOXIOUS SMELLS - BANK FARM, SEALAND.

The Clerk advised on the detailed email received on 29th March 2022 from Natural Resources Wales and copied to all members of Council on the same day. In summary, NRW has a remit to investigate odour complaints, only if arising from sites regulated under a permit. Odour from agricultural activities, not requiring a permit from NRW, falls under statutory nuisance,

which is in the remit of the Local Authority. INRW has copied the relevant environmental health Team Leader for awareness should they receive odour complaints for this area in the near future.

RESOLVED – that the report be noted.

21/327 FLINTSHIRE SUMMER PLAYScheme – 2022

There was no report.

21/328 TOWN AND COMMUNITY COUNCILS – CODE OF CONDUCT

Governance at Flintshire County Council advised on 7th April 2022 that following the Elections, 3 x 2-hour evening training sessions on the Code of Conduct will be held via Zoom on the following dates from 6pm to 8pm - Tuesday 24th May, Monday 30th May and Tuesday 14th June. Given Richard Penn's report on the Ethical Standards Framework and the obligation in section 67 of the Local Government and Elections (Wales) Act 2021 (Community Council Training Plans), this training should be regarded as compulsory for all Members whether they have previously undertaken it or not.

An accurate log of who has attended from each Town and Community Council will be required. With this in mind it may be necessary for you, as Clerks, to also attend to keep a record of your own Council's attendance at the sessions and provide a list of names for Gareth.

RESOLVED: - that Councillors should all attempt to attend the training on Monday 30th May 2022.

21/329 SUMMARY OF ACCOUNTS – 2021/22 FINANCIAL YEAR AND THE 2022/23 FINANCIAL YEAR

The Clerk outlined the finalised expenditure and income for the 2021/22 financial year and outlined the expenditure and income for the 2022/23 financial year up to cheque number 003499

.

2021/22 Financial Year		Actual	Anticipated	Difference
Income				
General Admin Inc. Precept		£57,000.00	£57,000.00	£0.00
Bank Interest and Refund of Fees		£10.61	£5.00	£5.27
Refund Flintshire County Council		£287.72	£0.00	£287.72
VAT Refund		£799.60	£800.00	-£0.40
Milk Claims		£0.00	£200.00	-£200.00
Total		£58,097.93	£58,005.00	£92.93
Expenditure		Actual	Anticipated	Difference
Bank Charges		£143.50	£60.00	-£83.50
Chair's Fund		£800.00	£800.00	£0.00
Staffing Costs		£12,039.49	£11,396.00	-£643.49
Admin Costs inc audit charges / St Barts Rental		£4,019.52	£2,640.00	-£1,379.52
Council Web Site inc VAT		£2,340.00	£2,400.00	£60.00
Insurances		£669.51	£770.00	£100.49
LGA Act 2000(S2) / Speed Gun- Section 137		£242.34	£75.00	-£167.34
Play Schemes and New Equipment		£10,715.60	£10,500.00	-£215.60
Highways / Street Furniture Repairs		£0.00	£1,600.00	£1,600.00
Street Lighting		£28,542.30	£26,950.00	-£1,592.30
Grants – Section 137		£250.00	£2,200.00	£1,950.00
School Milk – Section 137		£0.00	£2,000.00	£2,000.00
Total		£59,762.26	£61,391.00	£1,628.74
Current Summary	Balance as at 1 st April 2021 including £25,000 contingency fund.	£45,903.78		
	Total expenditure	£59,762.26		
	Total income	£58,097.93		
	Balance	-£1,664.33		
End of Year Prediction	Overall balance as 31 st March 2022	£44,239.45		
	VAT Costs for 2021/22 financial year	£492.48		
	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		

2022/23 Financial Year		Actual	Anticipated	Difference
Income				
General Admin Inc. Precept		£0.00	£60,000.00	-£60,000.00
Bank Interest and Refund of Fees		£0.00	£6.00	-£6.00
VAT Refund		£0.00	£500.00	-£500.00
Total		£0.00	£60,506.00	-£60,506.00
Expenditure		Actual	Anticipated	Difference
Bank Charges		£0.00	£135.00	£135.00
Chair's Fund		£0.00	£800.00	£800.00
Staffing Costs		£1,305.92	£13,190.00	£11,884.08
Admin Costs inc audit charges / St Barts Rental		£493.12	£3,670.00	£3,176.88
Council Web Site inc VAT		£384.00	£2,304.00	£1,920.00
Insurances		£628.95	£700.00	£71.05
Election Costs		£0.00	£4,500.00	£4,500.00
Play Schemes and New Equipment		£0.00	£10,800.00	£10,800.00
Highways / Street Furniture Repairs		£0.00	£400.00	£400.00
Street Lighting		£0.00	£21,700.00	£21,700.00
Grants – Section 137		£0.00	£3,000.00	£3,000.00
School Milk – Section 137		£0.00	£1,500.00	£1,500.00
Total		£2,811.99	£62,699.00	£59,887.01
Current Summary	Balance as at 1 st April 2022 including £25,000 contingency fund.	£44,239.45		
	Total expenditure	£2,811.99		
	Total income	£0.00		
	Balance	-£2,811.99		
End of Year Prediction	Overall balance as 13 th April 2022	£41,427.46		
	VAT Costs for 2022/23 financial year	£89.00		
	Balance as at 1 st April 2022 including £25,000 contingency fund.	£44,239.45		
	Total anticipated expenditure	£62,699.00		
	Total anticipated income	£60,506.00		
	Anticipated balance for the year	-£2,193.00		
Anticipated Overall Balance as at 31st March 2023		£ 42,046.45		

The Clerk advised on recent email communications received from Audit Wales and copied to all members of Council.

The Clerk outlined the accounts for Council in the Local Council for Wales Annual Return for the year ended 31 March 2022.

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 2022 as outlined by the Clerk.

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 2021-22 was £8.41per elector.

In 2021-22, the Council made payments totalling £492.34 under section 137. These payments are included within 'Other payments' in the Accounting Statement.

The Clerk advised that the report / Annual Return 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 17th March 2022 received from Audit Wales that had been emailed to members of Council.

1. Following completion of the internal audit the annual return must be certified by the RFO and approved by Council, by 30th June 2022.
2. Council must send the completed annual return and all requested information by 1st August 2022. Requested information consists of -

Accounting statements

1. Bank reconciliation as at 31 March 2022.
2. Explanation of variances between the 2020-21 and 2021-22 accounts reported in this year's annual return. A template for explanation of variances is attached to the covering email.
3. If applicable, an explanation of any differences (i.e. restatements) between the 2020-21 accounts included in last year's annual return and the 2020-21 accounts reported on this year's annual return.

Annual Governance Statement

1. An explanation of the Council's internal controls and approval arrangements for payments made by the Council.
2. A copy of the audit notice displayed on the Council's notice board and website.

RESOLVED: - that the report be noted.

21/331 MATTERS RAISED BY MEMBERS OF COUNCIL

No road markings – junction of Sealand Avenue / Welsh Road

21/332 MATTERS RAISED BY MEMBERS OF THE PUBLIC

No matters were raised.

21/333 DATE OF COUNCIL'S NEXT MEETING – 16th MAY 2022– Starting at 6pm at St. Bartholomew's Church

21/334 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 8.15pm

..... Signed 16th May 2022