

## **SEALAND COMMUNITY COUNCIL**

### **MINUTES OF THE FIRST ANNUAL GENERAL MEETING OF THE NEW COUNCIL HELD ON 16<sup>th</sup> MAY 2022**

**PRESENT: Councillors:** David Wisinger (Chair), Gwyneth Bullock, Ashley Griffiths (Vice- Chair), Barbara Hinds, Bob James, Chris Jones, Alex Lewis, Lionel Prouve, Mary Southall, Linda Thomas and Brian Ward.

Peter Richmond - Clerk and Financial Officer.  
Wayne Jones – StreetScene.

#### **22/1            APOLOGIES FOR NON-ATTENDANCE**

Apologies were received from Councillors Jean Fairbrother and Norman Jones.

RESOLVED – that the apologies be received and accepted

Councillor Linda Thomas left the meeting at 6.10pm  
Councillor Barbara Hinds joined the meeting at 6.45pm

#### **22/2            DECLARATION OF ACCEPTANCE OF OFFICE**

The Clerk advised that all members of the new Council in attendance at the meeting have signed the required copy of the Declaration of Acceptance of Office forms which he has also signed.

The two non-attending Councillors can sign the required forms at the June 2022 meeting of Council.

RESOLVED – that the report be noted.

#### **22/3            CODE OF CONDUCT DECLARATION**

RESOLVED – that it be noted that no declarations were made to Council at the beginning of the meeting in respect of the agenda.

#### **22/4            REGISTRATION OF MEMBERS' INTEREST**

All present members completed the required Registration of Members Interest – the forms will be held by the Clerk. The two non-attending Councillors will complete the Register of Interest Forms at the June 2002 meeting of Council.

The Clerk reminded members of Council that should there be a change to their registered information that they should advise the Clerk so that the core information can be updated.

RESOLVED – that the report be noted.

#### **22/5            TOWN AND COMMUNITY COUNCILS – CODE OF CONDUCT**

At the previous meeting the Clerk advised that Governance at Flintshire County Council advised on 7<sup>th</sup> 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 24<sup>th</sup> 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 will be necessary for Clerks to also attend to keep a record of Council's attendance at the sessions and to provide a list of names for Gareth.

All Councillors will attend the training on Monday 30<sup>th</sup> May 2022 apart from Councillor Alex Lewis who will attend the training on Tuesday 24<sup>th</sup> May 2022.

RESOLVED – that the report be noted.

**22/6                    MATTERS RAISED BY THE PUBLIC**

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

**22/7                    CHAIR'S REPORT AND ACTIONS SINCE 13<sup>th</sup> APRIL 2022**

The Chair was not in attendance and there was no report.

**22/8                    ELECTION OF CHAIR FOR THE COUNCIL YEAR 2022/23**

The retiring Chair at the April 2022 meeting had thanked members of Council and the Clerk for their support during his year in office.

There was one nomination proposed and seconded – Councillor David Wisinger.

RESOLVED: - that Councillor David Wisinger be elected Chair for 2022/23

**22/9                    ELECTION OF VICE CHAIR FOR THE COUNCIL YEAR 2022/23**

There was one nomination proposed and seconded – Councillor Ashley Griffiths

RESOLVED: - that Councillor Ashley Griffiths be elected Vice Chair for 2022/23.

**22/10                    CHAIR'S FUND 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).

RESOLVED – that the report be noted.

**22/11**

**POLICE ISSUES**

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

Councillor Ashley Griffiths advised that with Councillor Brian Ward they have carried out two speed checks on Welsh Road and by the Amantola Restaurant during the current week and will undertake further checks. Councillor Lionel Prouve agreed to be involved.

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.

**d) Speeding Traffic – Green Lane Estate**

It was reported that residents are concerned about the speeding traffic along Green Lane East. The speed limit being 30mph.

RESOLVED - that the matter be referred to North Wales Police requesting that speed checks be undertaken

**22/12**

**FLINTSHIRE COUNTY COUNCIL ISSUES.**

**a) Underpass - Foxes Lane**

Wayne Jones advised that the walls of the underpass have been cleaned.

RESOLVED – that the report be noted.

**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 Sam Tully.

RESOLVED – that the report be noted.

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

The Clerk advised that Enforcement have recently visited the site and a report is awaited.

RESOLVED – that the report be noted.

**f) Sealand Ditches**

Wayne Jones advised that Neil Parry had recently retired. Should Council have further drainage issues they should be referred to Andy Roberts.

RESOLVED – that the report be noted.

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

On 23<sup>rd</sup> 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 Clerk should request Steve Fanning to provide an update and advise that required works had previously been authorised to start.

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

Wayne Jones advised that the signs will shortly be installed.

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. At the previous meeting it was agreed that Council should request James Wright Davies to meet on site with Councillor Mary Southall to discuss the issues. A reply is still awaited.

RESOLVED – that the report be noted.

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

The Clerk referenced planning application - 062135 - Land to the rear of 31 Welsh Road, Garden City and advised that the outcome of the planning appeal is still awaited.

RESOLVED - that the report be noted.

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

Stef Connah has advised that she is doing a site visit this week so won't be able to advise further until after this.

Any issues regarding smoke/ fires/ noise must be reported by the residents themselves to [pollution.control@flintshire.gov.uk](mailto:pollution.control@flintshire.gov.uk)

RESOLVED – that the report be noted.

**l) Amazon traffic turning right instead of left.**

On 4<sup>th</sup> May 2022 Anthony Stanford – Traffic Manager thanked Council for its suggestion for the implementation of traffic signals as a means to overcome ongoing safety concerns where I understand vehicles are currently utilising the marked bus lane for purposes of right turn manoeuvres on to Welsh Road.

Having given this matter some thought, the implementation of traffic signals would indeed formally control vehicle movements within the junction, however, due to the restrictions associated with the planning process, vehicles (other than buses) would still not be permitted to make a right turn manoeuvre. Therefore, in effect, the traffic signals would only have the ability to regulate current permitted movements (left turn movements for all traffic and right turn movements for buses only) on to Welsh Road.

The issue I believe is one of enforcement and in order for 'non-authorised' right turn movements to be regulated, a Traffic Regulation Order must first be put in place. I can confirm that the required Traffic Order to restrict all traffic (except for buses) will be advertised in the coming weeks via the statutory consultation process.

Once the necessary Traffic Orders are in place, this will then allow enforcement action to be taken by North Wales Police. In the event that driving offenses continue, further options may be available in the form of enforcement cameras, however, necessary funding will need to be secured to facilitate this.

As an interim measure, I can confirm that we will instigate the temporary closure of the bus lane with physical barriers until this matter has been resolved, with all vehicles subsequently having to turn 'left only' as per the requirements of planning. A temporary Traffic Order preventing 'no right turns' will also be progressed to support this interim arrangement.

Given the concerns raised in relation to vehicle speeds, I will also ask our Road Safety team to implement Traffic monitoring equipment on Welsh Road in order to gain an appreciation of existing vehicle speeds.

I trust the above provides a response to the concerns raised within your email and we will of course keep you updated on the progression of the permanent Traffic Order as well as the outcome of the above-mentioned surveys. Should you require any further information in the interim, please do not hesitate to contact either Ian or myself.

RESOLVED – that the report be noted.

**m) Trees – Sealand Primary School – Farm Road**

The Headteacher advised on 26<sup>th</sup> April 2022 that the school has had some remedial work done in the Forest school last summer following an FCC tree survey. FCC had commissioned a tree survey for all sites to ensure all sites were safe - they then agreed planned works following survey. All ours have been completed and several trees have been removed from the end of the Forest. We had also had some work done prior to this which FCC had funded. Unfortunately, our grounds SLA does not cover the topping of the trees. I will pass your query to FCC and would advise that Community Council also writes directly to FCC. This has been actioned by the Clerk.

RESOLVED – that the report be noted.

**n) Parking Enforcement – Foxes Lane and Farm Road – junction with Welsh Road**

Wayne Jones advised that he will refer the issues to Parking Enforcement.

RESOLVED – that the report be noted.

**22/13 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. The work has been completed.

The cost to upgrade and have adopted per light is £2,150.

The next 6 lights recommended for replacement and adoption by Flintshire County Council are lights 155,156 and 169 at Riverside Park and light 127,128 and 129 at Cedar Avenue.

RESOLVED - that approval be given to replace and upgrade lights 127 and 128 at Cedar Avenue and 155,156 and 169 at Riverside Park at a cost per light of £2,150. Total cost £10,750.00

**22/14 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 is £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 2022/23

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

RESOLVED – that the report be noted.

## **22/15            PLANNING APPLICATIONS**

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

PA Number	Application details	Location
064354	Housing development sales signage and flags.	RAF Sealand South Camp, Welsh Road, Garden City, Deeside, Flintshire, CH5 2RD
064359	Proposed erection of detached dwelling with access	34 Claremont Avenue, Garden City, Deeside, Flintshire, CH5 2SN
064379	Erection of a two-storey side extension with first floor terrace	2 Mill Cottages, Ferry Lane, Sealand, Chester, Flintshire, CH1 6QQ
064386	Single and two storey extension to the rear of the existing property along with internal alterations to make the house a family home for future needs.	3 Church Cottages, Old Sealand Road, Sealand, Chester, Flintshire, CH1 6BR
064449	Erection of single storey front extension and conversion of existing attached shed/annexe.	Ferry Lane Farm, Ferry Lane, Sealand, Chester, Flintshire, CH1 6QF

RESOLVED – that no objections raised in respect of the reported planning applications apart from 064359 as Council requests further information about this particular application.

## **22/16            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 £11.25 re £7.00 per month with an additional charge of £0.85 per cheque – 5 x £0.85 = £4.25 = Total £11.25

Cheque No	Payable to	Details	Amount	VAT	Vat Code	Expenditure Powers
003502	JDH Business Services Ltd	Internal Audit Charge – 2021/22	£307.80	£51.30	771 7444 12	Local Govt Act 1972 (S111)

003503	P. Richmond	Salary etc. May 2022	£774.75			Local Govt Act 1972 (S112)
003504	Cheque Destroyed					
003505	HMRC	May 2022 Tax PR £420.40 and Employers NI £44.13	£464.53			Local Govt Act 1972 (S112)
<b>Total Spend</b>			<b>£1,547.08</b>	<b>£51.30</b>		

## **22/17      INCOME**

The Clerk advised that Council had received the following income –

Lloyds Bank	Interest payment	£0.35
Flintshire County Council	Precept – First Payment of Three	£20,000.00
HMRC	VAT Payment from 2021/22	£492.48
<b>Total</b>		<b>£20,492.83</b>

RESOLVED – that the income be noted.

## **22/18      CORRESPONDENCE**

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

## **22/19      FRIENDS OF SEALAND –ST. BARTHOLOMEW’S CHURCH**

Stephen Smith advised on 4<sup>th</sup> May 2022 that it was decided that they will hold a Service of Thanksgiving for Her Majesty’s Platinum Jubilee at 11.30 on Sunday 5<sup>th</sup> June 2022. The service will be based on the Westminster Abbey Service. We would like to invite members of the Sealand Community Council, since this event will be for the Sealand Community. It was also felt it would be appropriate if the Chair of the Council might read a lesson. We are holding a buffet lunch after the service. It would be lovely to see as many people who can make that time and date to celebrate this unique occasion.

RESOLVED – that Stephen Smith be advised that the Chair will read a lesson and approximately 6 Councillors and their partners will attend the service.

## **22/20      SEALAND FLOOD WARDENS**

There was no report.

## **22/21      POCHINS DEVELOPMENT / CORUS SITE**

The Clerk referenced emails concerning HGVs using Farm Road. Bob Nicholson advised that its not one of their vehicles as suppliers have been told to the main access for construction,

Suppliers will be reminded of this. It was reported that cement mixers are still using Farm Road.

RESOLVED: - that the report be noted

## **22/22                    AIRFIELDS DEVELOPMENT SITE**

The Clerk referenced emails from Countryside Customer Care regarding investigating complaints about the installed house alarm system and how the alarm systems are configured. The contractors have agreed to adjust future installations.

The Construction Management Team have been asked to monitor any unsold plots and our after-hours Security guard will call if one of our currently 'in build plot' alarms go off at night and the alarm will be adjusted.

Altex Alarms have confirmed going forward they will adjust the alarm sensors to allow for high frequency vibration, expansion and contraction to mitigate any false trigger.

Any issues that Countryside customers encounter with their property should be addressed directly with the Customer Service Team at [merseysidehelp@cpplc.com](mailto:merseysidehelp@cpplc.com) and not to Flintshire County Council. Similarly, with Housing Association properties, the tenant should report the issue directly to the HA, for onward action by Countryside.

Council was asked for its comments regarding the proposed District Centre scheme Keith Webster, Principal Consultant at ANCER SPA Ltd. Council's comments were provided on 26<sup>th</sup> April 2022 - Council has concerns about the detrimental impact the development will have on land drainage with the increased risk of flooding and the impact on traffic. There will be a need to carry out an assessment of the predicted impact on traffic and access to the existing road system and the need for traffic controls onto the busy B5441- Welsh Road. Keith Webster was asked to advise on Council's comments and responded on 27<sup>th</sup> April 2022 – the response was circulated to members of Council on 28<sup>th</sup> April 2022.

RESOLVED: - that the report be noted

## **22/23                    MANURE SPREADING AND OBNOXIOUS SMELLS - BANK FARM, SEALAND.**

There was no report.

## **22/24                    SUMMARY OF ACCOUNTS – 2022/23 FINANCIAL YEAR**

The Clerk outlined the finalised expenditure and income for the and outlined the expenditure and income for the 2022/23 financial year up to cheque number 003505

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2022/23 Financial Year		Actual	Anticipated	Difference
<b>Income</b>				
General Admin Inc. Precept		£20,000.00	£60,000.00	-£40,000.00
Bank Interest and Refund of Fees		£0.35	£6.00	-£5.65
VAT Refund		£492.48	£500.00	-£7.52
<b>Total</b>		<b>£20,492.83</b>	<b>£60,506.00</b>	<b>-£40,013.17</b>
<b>Expenditure</b>		<b>Actual</b>	<b>Anticipated</b>	<b>Difference</b>
Bank Charges		£12.10	£135.00	£122.90
Chair's Fund		£0.00	£800.00	£800.00
Staffing Costs		£2,401.30	£13,190.00	£10,788.70
Admin Costs inc audit charges / St Barts Rental		£1,681.62	£3,670.00	£1,988.38
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		£723.75	£21,700.00	£20,976.25
Grants – Section 137		£0.00	£3,000.00	£3,000.00
School Milk – Section 137		£0.00	£1,500.00	£1,500.00
<b>Total</b>		<b>£5,831.72</b>	<b>£62,699.00</b>	<b>£56,867.28</b>
Current Summary	Balance as at 1 <sup>st</sup> April 2022 including £25,000 contingency fund.	-	£44,239.45	
	Total expenditure	£5,831.72		
	Total income	£20,492.83		
	Balance	£14,661.11		
	Overall balance as 15 <sup>th</sup> May 2022		£58,900.56	
End of Year Prediction	VAT Costs for 2022/23 financial year		£263.10	
	Balance as at 1 <sup>st</sup> 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	
<b>Anticipated Overall Balance as at 31<sup>st</sup> March 2023</b>			<b>£ 42,046.45</b>	

## **22/25                    INTERNAL AUDIT 2021/22 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 are adequate for the purpose intended and effective. The Clerk reported on the internal auditor's internal controls and internal audit testing processes – a copy had been circulated to all members of Council. A copy has also been added to the Council's web site.

The internal auditor advised that no internal control issues identified. The Council has maintained a robust set of books and records for the financial year.

RESOLVED: - that the report be noted.

## **22/26                    ANNUAL FINANCIAL RETURN – 2021/22**

The Clerk advised that as RFO/Clerk he had signed the Certification of the Annual Return on 5<sup>th</sup> May 2022 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 2022. 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.
3. If applicable, an explanation of any differences between the 2020-21 accounts included in last year's annual return and the 2020-21 accounts reported on this year's annual return. (Above / below 15% difference)

### **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 -

- 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 22/26iii) confirming that these accounting statements and Annual Governance Statement are approved by the Council.

## **22/27                    NOTICE OF AUDIT- 2021/22 FINANCIAL YEAR**

The Clerk outlined the public notice and details of the public inspection arrangements. Inspection runs from 4<sup>th</sup> July to 29<sup>th</sup> July 2022. The notice is required to be displayed on the Sealand notice boards and the Council's web site no later than 15<sup>th</sup> June 2022.

RESOLVED: - that the report be noted

**22/28                    COUNCIL'S PHYSICAL ASSET REGISTER MAY 2022**

The Clerk referred to the following documents that were recently emailed to members of Council Asset Register – May 2022 and Asset Register Summary May 2016 to May 2022 and the April 2022 Street Lighting Inventory.

Assets	Value – Purchase Price	Insurance Cover
Chairs of Office	£6,059.90	£8,278.36
Notice Boards	£2,451.52	£6,635.34
Office Equipment	£855.00	£1,120.02
Public Seats	£2,085.00	£8,155.39
Street Lighting-	£73,750– proxy value.	£73,750.00
Dummy Digital Recorder Cameras	£1,070	£2,121.80
Defibrillator and Cage	£1,184.00	£1,332.60
PR1000 Hand Held Radar Gun	£192.00	£197.76
Total	£87,647.42	£101,591.27

RESOLVED – that –

- i) the report be noted.
- ii) it be noted that copies of the Council Asset Register – May 2022, Asset Register Summary May 2016 to May 2022 and the April 2022 Street Lighting Inventory have been added to the Council's web site replacing the previous existing documents.

**22/29                    FLINTSHIRE SUMMER PLAYScheme – 2022**

There was no report.

**22/30                    MATTERS RAISED BY MEMBERS OF COUNCIL**

No matters were raised

**22/31                    DATE OF COUNCIL'S NEXT MEETING – 20<sup>th</sup> JUNE 2022– Starting at 6pm at St. Bartholomew's Church**

**22/32                    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    20<sup>th</sup> June 2022