

SEALAND COMMUNITY COUNCIL

MINUTES OF THE MEETING OF COUNCIL HELD ON 21st NOVEMBER 2022 AT ST. BARTHOLOMEW'S CHURCH, OLD SEALAND ROAD, SEALAND, DEESIDE. CH5 2LQ

PRESENT: Councillors: David Wisinger (Chair), Jean Fairbrother, Ashley Griffiths (Vice-Chair), Barbara Hinds, Chris Jones (County Councillor), Alex Lewis, Lionel Prouve, Linda Thomas and Brian Ward.

Peter Richmond - Clerk and Financial Officer.

Wayne Jones – StreetScene – Flintshire County Council

22/135 APOLOGIES FOR NON-ATTENDANCE

Apologies were received from Councillors Gwyneth Bullock, Norman Jones and Mary Southall

RESOLVED – that the apologies be received and accepted

22/136 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.

22/137 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.

22/138 MINUTES OF THE MEETING OF THE MEETING OF COUNCIL HELD ON 17th OCTOBER 2022

RESOLVED - that the minutes of the Meeting of Council held on 17th October 2022 be confirmed as a true and correct record.

22/139 NOTICE OF VACANCY – CASUAL VACANCY

The notice was issued with a date of 1st November 2022 with a submission date to the Clerk of 21st November 2022 and for copies to be added to the Council's notice boards and web site. One application has been received.

REOLVED – that the report be noted.

22/140 CHAIR'S REPORT AND ACTIONS SINCE 17TH OCTOBER 2022

The Chair had attended the recent Remembrance Sunday Service at S. Barts.

22/141 CHAIR'S FUND 2022/23

The Clerk reminded Council that the agreed spend for the Chair's Fund for the 2022/23 financial year is £800.00. Payments being made under expenditure powers - Ancillary Power Local Government Act 1972 (S1). Council noted at the October 2022 that the Chair's Fund will fund the cost of

refreshments at both the Remembrance Sunday Service and the Christmas Celebration event at St. Barts.

RESOLVED – that the report be noted

22/142 POLICE ISSUES

PCSO Zoe Harrison 4420 was welcomed to her first meeting of Council.

a) Community Speed Watch

Councillor Ashley Griffiths advised that additional speed checks will be arranged.

RESOLVED – that the report be noted.

b) Sealand – Police walkabout / Grab a Gripe.

PCSO Zoe Harrison advised that these are arranged when the Police have several issues for a particular area of the community. At present there are few reported issues in Sealand

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

There was no report

d) Scrambling Bikes – Ferry Lane – on Sundays

Zoe advised that she will contact PC Scott Noble who is dealing with this issue.

22/143 FLINTSHIRE COUNTY COUNCIL ISSUES.

a) Underpass - Foxes Lane

Wayne Jones advised that the underpass has an annual clean and this has recently taken place.

RESOLVED – that a reminder be sent to Wayne Jones.

b) Ferry Lane Footbridge – Noise Nuisance

Ian Bushell was asked to provide a progress report following the July 2022 meeting. A reply is still awaited

RESOLVED – that a reminder be sent to Ian Bushell.

c) Dandy's Top Soil – Sealand Road

County Councillor Chris Jones advised that Planning Enforcement have instructed the site owner to submit all required planning applications.

RESOLVED – that Glyn.D. Jones be asked to provide a progress report

d) Sealand Ditches

Following the October 2022 meeting Andy Roberts was requested to provide an update on the drainage issues in Sealand together with a report on the findings of the annual drainage inspection including the Garden City Drain that runs around the perimeter of Garden City.

RESOLVED – that a reminder be sent to Andy Roberts.

e) 10 West Green - Sealand Manor

There was no report.

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

The County Councillor referenced 062135 - Land to the rear of 31 Welsh Road, Garden City and advised on the planning appeal and that it has been ruled that the applicant must carry out repairs to the side access as required for vehicular access.

RESOLVED – that Glyn.D. Jones be asked to provide a progress report

g) Amazon traffic turning right instead of left.

Anthony Stanford has confirmed that the temporary No Right Turn Order is in place and therefore, as enforcement will now fall under the jurisdiction of North Wales Police. Anthony has asked his Transport Strategy Manager Lee Shone to raise this with the Police and request additional presence for purposes of enforcement.

RESOLVED - that the report be noted.

h) Trees – Sealand Primary School – Farm Road

The Acting Headteacher has advised that most of the work has been completed to reduce the height and prune the school trees that run alongside Farm Road. It was reported that the works have still to be completed.

RESOLVED – that the Acting Headteacher be asked to provide a progress report

i) Damaged fencing – Cycle Bridge – A494

Wayne Jones has previously advised that this has been referred to NEWTRA and Sustrans.

RESOLVED - that the report be noted.

j) Dog Bins – Airfield Development

Wayne Jones has previously advised that they will be installed as soon as the highways have been adopted. One bin has been installed.

RESOLVED – that the report be noted.

k) Need for Traffic Calming Measures - West Green / Manor Road at Sealand Manor and Farm Road – Garden City

On 9th August 2022 Ian Bushell and Anthony Stanford were advised by Council that West Green is part of a through route from Sealand Road along Manor Road and Foxes Lane to Garden City

The speed traffic goes along West Green / Manor Road is getting ever more dangerous for local residents - the speeding traffic even includes agricultural tractors.

Council requests the County Council to provide traffic calming measures along West Green.

Council requests the inclusion of Farm Road.

RESOLVED – that a reminder be sent to Ian Bushell and Anthony Stanford.

l) Dutton Fields Estate

The County Councillor has asked Ian Bushell to advise if the roads on the estate are adopted. There are many safety issues on the main estate road in regards to vehicles driving too fast. Could a visit be made to look at the road markings and signage and if there could be crossing points put in place.

RESOLVED – that Ian Bushell be asked for a progress report and to advise on when the roads etc will be adopted.

m) Play Street – St Bartholomew’s Court

RESOLVED – that Andy Farrow be asked to advise on whether Play Streets can be provided in Flintshire

q) 20 mph speed limit – Farm Road / Welsh Road

RESOLVED – that the County Councillor should advise on progress and further information.

22/144 COUNCIL’S STREET LIGHTING

All of the Council’s 50 street lights are working.

At the October 2022 meeting it was resolved that Financial Regulations should be suspended with regards to securing three written estimates that should not apply with regards to the Council’s required street lighting maintenance and adoption contract.

The County Council has been asked to advise on the next 9 lights that should be replaced. The work being undertaken in the 2023/24 financial year. The 9 lights identified by Dylan Williams are concrete columns 129,131,135,136 and 166 at Cedar Avenue. And steel columns 157,160, 161 and 162 at Riverside Park. Cost per column to have replaced and adopted is £2,150.Total cost £19,350.00

RESOLVED – that the report be noted.

22/145 SECTION 137 – LOCAL GOVERNMENT ACT 1972 – PAYMENT OF GRANT

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. Spend so far this year £400.00 on grants.

RESOLVED – the report be noted.

22/146 PROVISION OF NOTICE BOARDS – PRAXIS AND POCHINS

Both Pochins and Praxis have reacted positively regarding the Council's request. Wayne Jones has been asked to advise on suitable notice boards inc costs and the approval process required by FCC.

RESOLVED: - that the report be noted.

22/147 PLANNING APPLICATIONS

PA Number	Application details	Location
000271/22	Erection of a single storey unit	Plot A, The Airfields, Northern Gateway, Flintshire, CH5 2RD
000439/22	Retrospective - Construction of a lightweight steel framed industrial building.	Deeside Point - Unit 1 Tenth Avenue ,Deeside Industrial Park ,Deeside
000568/22	CHANGE OF USE TO HAND CAR WASH	Marcher Court, Sealand Road, Sealand, Flintshire, CH1 6BS
000648/22	ERECTION OF A PAIR OF SEMI-DETACHED ESSENTIAL FARM WORKERS DWELLINGS TO PROVIDE ONSITE ACCOMMODATION IN RELATION TO THE EXISTING DAIRY BUSINESS.	Fir Tree Farm, Bumpers Lane, Sealand, CH1 6QE
000658/22	APPROVAL OF THE RESERVED MATTERS OF LAYOUT, SCALE, APPEARANCE, LANDSCAPING AND ACCESS PURSUANT TO OUTLINE PLANNING PERMISSION (REF. 063145) FOR THE ERECTION OF 54 DWELLINGS, PUBLIC OPEN SPACE, INTERNAL ROADS AND FOOTPATHS AND OTHER ASSOCIATED WORKS.	Northern Gateway (Phase 3), Former Corus, Welsh Road, Garden City

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

22/148 NATIONAL PAY AWARD SETTLEMENT 2022/23

The NALC pay award 2022/23 has been advised on by the LGA via One Voice Wales and to be implemented from 1st April 2022. Copies of the pay award details and salary scales were circulated to members of Council on 3rd November 2022.

Point scale 24 was £29,174 and from 1st April 2022 increased to £31,099. Pro rata 16 hours this is £12,615 to £13,448. Wainwrights Accountants Council's payroll provider have been advised to adjust the monthly payment accordingly from 1st April 2022 and this has now been actioned

RESOLVED – that the report be noted.

22/149 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 £7.85 re £7.00 per month with an additional charge of 1 cheque x £0.85 = £0.85 = Total £7.85

Cheque No	Payable to	Details	Amount	VAT	Vat Code	Expenditure Powers
003531	St Bartholomew's Church	Hiring Charges October to December 2022	£135.00			Local Govt Act 1972 (S150)
003532	Flintshire County Council	Adoption / Replacement of 9 street lighting columns	£19,350.00			Highways Act 1980 (301)
003533	P. Richmond	Salary etc. November 2022 and back dated salary increase from 1 st April 2022	£1,044.26			Local Govt Act 1972 (S112)
003534	HMRC	November 2022 Tax PR £642.80 and Employers NI £117.11	£759.91			Local Govt Act 1972 (S112)
003535	Sealand Primary School	Grant	£1,000.00			Section 137 of the Local Government Act 1971
Total Spend			£22,289.17			

22/149 **INCOME**

Lloyds Bank	Interest payment	£2.01
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RESOLVED – that the income be noted.

22/150 **CORRESPONDENCE**

There was no report.

22/151 **FRIENDS OF SEALAND –ST. BARTHOLOMEW’S CHURCH**

The Cafe is now open Monday to Thursdays.

RESOLVED – that the report be noted.

22/152 **CONSIDERATION TO PROVIDE AN UPDATED 2023 COMMUNITY NEWSLETTER**

RESOLVED – that consideration be deferred to the January 2023 meeting of Council.

22/153 **SEALAND PRIMARY SCHOOL**

Robin Davies – Acting Headteacher has advised that the school would very much like to apply for the community grant. Our school council, Y Senedd Sealand, are working on a project to purchase new books for our school library to ensure there are appropriate books to meet our needs for our revised topics for the new curriculum. Robin has confirmed that the school will not be returning to provide milk for KS2 pupils and that the community council can return to meeting at school from September 2023.

RESOLVED – that -

- i) in accordance with Section 137 of the Local Government Act 1971 that the Council should award a grant of £1,000.00 to Sealand Primary School which is in the best interests of the area and its inhabitants.
- ii) Council meetings should resume at Sealand Primary School from September 2023 and that the Acting headteacher be advised of this and that in the main meetings start at 6pm and will end by 8pm.

Councillor Chris Jones declared an interest re resolution 22/153i)

22/154 **ENVIRONMENT (WALES) ACT 2016 – PART1**
THE BIODIVERSITY AND RESILIENCE OF ECOSYSTEMS DUTY

The Clerk referred to the plan/ notice as circulated on 5th November 2022

RESOLVED – that the plan / notice be approved and for a copy to be added to the Council’s web site

22/155 **SUMMARY OF ACCOUNTS – 2022/23 FINANCIAL YEAR**

The Clerk outlined the expenditure and income for the 2022/23 financial year up to cheque number 003535

2022/23 Financial Year		Actual	Anticipated	Difference
Income				
General Admin Inc. Precept		£40,000.00	£60,000.00	-£20,000.00
Bank Interest and Refund of Fees		£7.42	£6.00	£1.42
VAT Refund		£492.48	£500.00	-£7.52
Total		£40,499.90	£60,506.00	-£20,006.10
Expenditure		Actual	Anticipated	Difference
Bank Charges		£79.60	£135.00	£55.40
Chairman's Fund		£0.00	£800.00	£800.00
Staffing Costs		£9,601.92	£13,190.00	£3,588.08
General Admin inc St Barts rental costs		£2,590.62	£3,670.00	£1,079.38
Insurances		£628.95	£700.00	£71.05
Play Schemes and New Play Equipment		£0.00	£10,800.00	£10,800.00
Street Furniture Repairs		£0.00	£400.00	£400.00
Street Lighting		£22,815.70	£21,700.00	-£1,115.10
Election Costs - Representation of the Peoples Act 1983 - RPA1983 S36C		£246.17	£4,500.00	£4,253.83
Council Web Site		£1,656.00 (inc VAT £276.00)	£2,304.00 (inc VAT)	£648.00
S137 - Grants		£1,400.00	£3,000.00	£1,600.00
School Milk - Section 137		£0.00	£1,500.00	£1,500.00
Total		£39,018.36	£62,699.00	£23,680.64
Current Summary	Balance as at 1 st April 2022 including £25,000 contingency fund.	£44,239.45		
	Total expenditure	£39,018.36		
	Total income	£40,499.90		
	Balance	£1,481.54		
End of Year Prediction	Overall balance as at 21st November 2022	£45,720.99		
	VAT Costs for 2022/23 financial year	£484.10		
	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 that Council is required to review on annual basis its policies and procedures – these consist of the Annual Investment Strategy - Complaints Procedure –Data Protection Policy - Financial Regulations - Freedom of Information Access Arrangements - Health and Safety Policy – Grants 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, Standing Orders and Training Plan.

The only documents that need to be updated and endorsed / adopted are the Annual Investment Strategy - Internal Financial Controls Policy and Risk Assessment Processes. (Copies have been circulated by email). Copies of all other documents referenced above can found on the Council's web site.

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 2023/24 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 2023/24 be noted.
- e) JDH Business Services Ltd be reappointed as the Council's internal auditor.
- f) the 2023/24 Internal Financial Controls and Annual Investment Strategy be approved.
- h) the following be endorsed without requiring amendments – Complaints Procedure –Data Protection Policy - Financial Regulations - Freedom of Information Access Arrangements - Health and Safety Policy – Grants Policy - Information Security- Press and Social Media Policy - Public Participation Protocol - Records Management Policy - Retention of Records Policy - Scheme of Delegation, Multi Location Meetings Policy, Members Self-Regulatory Protocol, Standing Orders and Training Plan.

The Defibrillator Group have had a meeting with Jennifer and Stephen at St Barts and the group that is coming together with the Sealand Community Association. It was agreed that the defibrillator will go in the church grounds and SCA will take responsibility. The Group have been invited to attend the next meeting on 12th December 2022 at 5.45pm. Jennifer Watson advised that the church council agreed that the church would supply the power source and pay for it once the unit has been installed. When the details of the installation have been worked out, they will be passed to the Diocese for consideration.

RESOLVED – that the report be noted

There was no report.

22/159

2023 PLAY LEADERSHIP SCHEME

Carly Cook - Play Development Admin Support advised that Council paid for 6 weeks this Summer for both Sealand Manor and Garden City. If you Council were to have the same again for 2023 the cost breakdown would be as follows -

Cost of a 3-week playscheme from 24th July, 2023 – Each location, comprising.

- 15 sessions
- 10 hours per week, per location
- 2 hours Monday to Friday
- AM or PM (10:30 am – 12:30 & 2:00 pm – 4:00 pm)

Sealand Manor - Cost for 3 weeks – £1,595.80. Additional weeks can be purchased at a cost of £531.00 for each site location. Totalling = £3188.80.

Garden City - Cost for 3 weeks – £1,595.80. Additional weeks can be purchased at a cost of £531.00 for each site location. Totalling = £3188.80.

Total = £6377.60

RESOLVED – that the Council should fund the 2023 Play leadership Scheme in 2023 for both sites for 6 weeks – Total cost £6,377.60

22/160

GUIDANCE ON BULLYING AND HARASSMENT

One Voice Wales have provided a copy of new guidance on bullying and harassment which Councils should find of use in relation to the handling of any issues that occur in such matters. One Voice Wales (OVW) and the Society of Local Council Clerks (SLCC) are committed to improving the performance of local councils in Wales. One aspect of improvement is around the behaviour of members and employees. Whilst serious issues of behaviour are limited to a small number of cases, the impact is significant for those involved. Unacceptable behaviour can impact on Council effectiveness undermining loyalty and commitment and a souring of relationships which is in no one's interests. At its very worst it can result in ill-health which is clearly unproductive and costly to those Councils experiencing relationship issues.

All members in attendance confirmed that they had read and understood the guidance as provided.

RESOLVED – that the guidance be adopted and for a copy to be added to the Council's web site.

22/161

MATTERS RAISED BY MEMBERS OF COUNCIL

Morrison Farm – Green Lane West- Steel structure has been installed. Has planning approval been given ?

22/162

DATE OF COUNCIL'S NEXT MEETING – 12th DECEMBER 2022

22/163

**IN ACCORDANCE WITH SEALAND COMMUNITY COUNCIL'S CODE OF CONDUCT -
DECLARATION OF INTEREST - NONE**

The meeting opened at 6pm and closed at 7.45pm

..... Signed 12th December 2022