

SEALAND COMMUNITY COUNCIL

MINUTES OF THE MEETING OF COUNCIL HELD ON 17th APRIL 2023 AT ST. BARTHOLOMEW'S CHURCH, OLD SEALAND ROAD, SEALAND, DEESIDE. CH5 2LQ

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

Peter Richmond - Clerk and Financial Officer.

One Member of the public

Wayne Jones from StreetScene.

22/270 APOLOGIES FOR NON-ATTENDANCE

Apologies were received from Councillors Jean Fairbrother, Norman Jones, Lionel Prouve, Linda Thomas and Shelley Webber.

RESOLVED – that the apologies be received and accepted

22/271 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.

22/272 MATTERS RAISED BY THE PUBLIC

The Clerk had not received a request to hold a hybrid meeting.

22/273 MINUTES OF THE MEETING OF COUNCIL HELD ON 20th MARCH 2023

RESOLVED - that the minutes of the meeting of Council held on 20th March 2023 be confirmed as a true and correct record.

22/274 CHAIR'S REPORT AND ACTIONS SINCE 20th MARCH 2023

There was no report.

22/275 CHAIR'S FUND 2022/23 AND 2023/24

The Clerk reminded Council that the agreed spend for the Chair's Fund for the 2022/23 and 2023/24 financial years is £800.00. Payments being made under expenditure powers - Ancillary Power Local Government Act 1972 (S1). The full allocation for 2022/23 was spent.

RESOLVED – that the report be noted.

22/276 POLICE ISSUES

a) Community Speed Watch

Councillor Ashley Griffiths advised that a speed check had recently been undertaken on Sealand

Road and further checks will shortly be arranged.

RESOLVED – that the report be noted.

b) CA/ALM meetings

The initial meeting was held on Tuesday 21st March 2023. The Chair was unable to attend. The Chair has telephoned Inspector Wesley Williams on 21st March 2023.

It was agreed that the three issues for the Chair to raise were –

- Drugs – Garden City
- Anti-Social Behaviour – Garden City
- Speeding Traffic – Seahill Road

The County Councillor advised that should members of Council have police issues that they should be emailed to the Inspector. The Clerk will circulate the Inspector's email address.

Seahill Road appears to be part of the Chester driving test route and the rise up the former railway bridge is being used for hill starts and this is causing traffic hazards. Agreed to refer to the Inspector.

RESOLVED – that the report be noted.

22/277 FLINTSHIRE COUNTY COUNCIL ISSUES.

a) Underpass - Foxes Lane

It was reported that the walls and road surface are in a filthy state. Wayne Jones advised that no further work is planned for the underpass.

RESOLVED – that the report be noted.

b) Ferry Lane Footbridge – Noise Nuisance

Robin Nursaw advised on 21st February 2023 that he has submitted a bid within the Active Travel Core funding to investigate potential Active Travel links along the Dee from Hawarden Bridge to Saltney the study will include the Ferry Lane over bridge. Confirmation if funding is successful will be confirmed in late March 2023.

RESOLVED – that the report be noted.

c) Dandy's Top Soil – Sealand Road

Stef Connah Planning Officer – Enforcement advised on 21st February 2023 that both applications have been submitted. Planning Applications 00083 and 00133 are on now on the system.

Council will not be consulted on the Section 191 as it's a lawful development certificate proving an existing use rather than a planning application.

RESOLVED – that Stef Connah be asked to provide a progress report and to be asked whether she has accessed all the records relating to this site over the past 12/13 years.

d) Sealand Ditches

Neil Parry advised on 21st March 2023 that regarding Deeside Cottages-the works have not yet been completed. An Order was issued and works did commence but ditch water levels were too high to proceed with hand excavation which is the only option. We are just waiting for a dry spell to return to site to complete the works. Neil will update when these works are completed.

RESOLVED – that Neil Parry be asked to provide an update with regards to the ditch at Deeside Cottages and to advise on whether works will be undertaken to clear the ditches along the A548 near to the Cottage Petrol Station.

e) Concern about condition of side access – Spar Shop, Welsh Road

Stef Connah Planning Officer – Enforcement advised on 17th January 2023 that she is currently in discussion with legal/Streetscene and highways. Once Stef has had a response from these she will be able to advise on where we are up to.

RESOLVED – that Stef be asked to provide a progress report and be informed that the condition of the side access is getting worse and be asked to advise on whether the houses were ever given planning approval.

f) Trees – Sealand Primary School – Farm Road

it was previously reported that the requested tree lopping will shortly be undertaken – as advised by members of the school Governing Body.

RESOLVED – that the report be noted.

g) Damaged fencing – Cycle Bridge – A494

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

RESOLVED – that Sustrans be asked to provide a progress report

h) Sealand Road – A548 – Extend Street Lighting

On 27th November 2022 there was a fatal accident on Sealand Road in the early hours of the morning. This happened near the Texaco garage where there are no highway lights. County Councillor Chris Jones has raised her concerns about the lack of lighting at this location. The Community Council has in the past requested highway lights along the entire length of Sealand Road. The County Councillor and Council have requested a full reassessment to provide street lighting. Darell Jones has advised that he is waiting to receive details of the accident.

RESOLVED – that the report be noted.

i) Pot Holes – Foxes Lane and Manor Road

Wayne Jones advised at the meeting that further pot hole repairs will shortly be undertaken.

The County Councillor has previously advised that Foxes Lane has been added to the appropriate list of resurfacing works.

RESOLVED – that the report be noted.

j) Brookside – Need to provide a bund fronting the Sealand Drain

RESOLVED – that the issue be referred to Claire Morter.

k) Morriston Farm Green Lane

The County Councillor advised on further complaints she has received which have been referred to Stef Connah Planning Officer – Enforcement together with Public Protection, Cabinet Member Councillor Bithell.

RESOLVED – that Stef be asked to provide a progress report.

l) Dropped curbs - junction of Sealand Avenue with Brookside and Sandy Lane.

Wayne Jones advised that he has been informed that there is no funding to undertake this work.

RESOLVED – that the report be noted.

m) Parking on pavements, mainly on the cycle path/pavements at Welsh Road

Wayne Jones has advised that this has been referred to Enforcement.

RESOLVED – that the report be noted.

n) Uneven Road Surface – Highway – RAF Sealand

Wayne Jones advised that he will inspect the section of highway.

RESOLVED – that the report be noted.

22/278 COUNCIL'S STREET LIGHTING

All of the Council's 50 street lights are working. The FCC signed copy of the lighting contract 2023 to 2026 has been received and circulated to members of Council.

Flintshire County Council have been asked to upgrade and replace 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 - £19,350 in total. Jamie Bennet has advised that the lighting works will start in June 2023. This will reduce the lighting stock to 41

RESOLVED – that the report be noted.

22/279 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 have advised that the Section 137 Expenditure Limit for 2023/24 is £9.93 per elector. The electoral role from Flintshire County Council was 2538 at December 2022. So, per elector produces a total of £25,202.34. Allocated spend in 2022/23 is Section 137 grants of £3,000 and for school milk £1,500. Spend in 2022/23 was £1,550.00 on grants.

Allocated spend in 2023/24 is Section 137 grants of £4,000 and for school milk £0.00. Spend in 2023/24 so far is nil.

RESOLVED – that the report be noted.

22/280 PROVISION OF NOTICE BOARDS – PRAXIS AND POCHINS

Both Pochins and Praxis have reacted positively regarding the Council's request. Details of notice boards including costs have been provided to both parties for their consideration.

RESOLVED: - that the report be noted.

22/281 PLANNING APPLICATIONS

PA Number	Application details	Location
000274/23	Change of use of part garden to site 1 no holiday pod – formation of car park – landscaping and associated works.	The Stables, WILLOW FARM, Sealand Road, Sealand, Deeside, CH5 2LQ
000293/23	Erection of covered structure to provide shelter to existing eternal golf driving range	Hollyhock Bungalow, Deeside Lane, Sealand

RESOLVED – that -

- i) no objections be raised in respect of PA - 000293/23.
- ii) objections be raised in respect of PA - 000274/23 on the grounds that the development is situated on the flood plain and potentially could have detrimental impact on drainage.

22/282 REVIEW OF COUNCIL'S INSURANCE AND CHARGES

The Clerk as previously reported contacted SLCC North Wales and One Voice Wales to gain details of insurers that they recommend

Charges and insurance have been received regarding the 12 months period from 1st June 2023 from the Council's current insurers Zurich Municipal, Gallagher and BNIB.

The Clerk outlined the charges as received and the cover provided. The insurance cover charges are –
Zurich Municipal – £642.45
Gallagher – £1,325.09

BNIB - £1,059.07.

RESOLVED – that -

- i) the report be noted.
- ii) Council should continue its insurance cover with Zurich Municipal with a charge of £642.45 for the period 1st June 2023 to 31st May 2024 – expenditure power being Local Govt Act 1972 (S111)

22/283 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 5 cheques x £0.85 = £4.25 = Total £11.25

Cheque No	Payable to	Details	Amount	VAT	Vat Code	Expenditure Powers
003561	Wrexham – Bidston Rail Users Association	Annual Subscription	£30.00			Miscellaneous Powers LGA 1972 (S111)
003562	Jolora Ltd	Web Site Maintenance - 2 months	£384.00	£64.00	294456859	Local Govt Act 1972 (S142)
003563	Zurich Municipal	Annual Insurance Charge	£642.45			Local Govt Act 1972 (S111)
003564	Wainwright Accountants	Annual Payroll Charge	£180.00	£30.00	932721925	Local Govt Act 1972 (S111))
003565	P. Richmond	April 2023 Salary etc	£768.34			Local Govt Act 1972 (S112)
003566	HMRC	Income Tax - £461.20 and Emp NI - £54.62	£515.82			Local Govt Act 1972 (S112)
003567	P. Richmond	Refund Stationery	£12.00			Local Govt Act 1972 (S112)
Total Spend			£2,532.61	£94.00		

22/284 INCOME

Lloyds Bank	Interest payment	£21.16
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RESOLVED – that the income be noted.

22/285 CORRESPONDENCE

There was no report.

22/286 FRIENDS OF SEALAND –ST. BARTHOLOMEW’S CHURCH

The Church are planning a Sealand Coronation Concert for Saturday April 29 (the week before the Coronation). It will take place at 7pm with the main event being songs by the Flint Ladies Choir, with soloist, community singing, readings, refreshments, and wine. - £8.00 per ticket

RESOLVED – that the report be noted.

22/287 CONSIDERATION TO PROVIDE AN UPDATED 2023 INFORMATION BOOKLET

Councillor Brian Ward advised on his work to date and that he will submit a draft copy to the May 2023 meeting of Council. He proposed that the Council should be meet 15 minutes ahead of the May meeting

RESOLVED – that the report be noted.

22/288 PAYMENT TO MEMBERS OF COMMUNITY COUNCILS 2023/24 FINANCIAL YEAR

The remaining 2 Councillors Jean Fairbrother and Linda Thomas are still to sign the required forms.

RESOLVED: that the report be noted.

22/289 SUMMARY OF ACCOUNTS – 2022/23 AND 2023/24 FINANCIAL YEARS

The Clerk outlined the expenditure and income for the 2022/23 financial year and for the expenditure and income for the 2022/23 financial year up to cheque number 003566.

The Clerk advised that he had submitted Council's 2022/23 VAT claim to HMRC for £5,374.47 and had copied to all members of Council for information.

2022/23 Financial Year	Actual	Anticipated	Difference
Income			
General Admin Inc. Precept	£60,000.00	£60,000.00	£0.00
Bank Interest and Refund of Fees	£82.06	£6.00	£76.06
VAT Refund	£492.48	£500.00	-£7.52
Total	£60,574.54	£60,506.00	£68.54
Expenditure	Actual	Anticipated	Difference
Bank Charges	£137.55	£135.00	-£2.55
Chairman's Fund	£800.00	£800.00	£0.00
Staffing Costs	£14,284.80	£13,190.00	-£1,094.80
General Admin inc St Barts rental costs	£3,996.07	£3,670.00	-£326.07
Insurances	£628.95	£700.00	£71.05
Play Schemes and New Play Equipment	£11,160.00.	£10,800.00	-£360.00
Street Furniture Repairs	£0.00	£400.00	£400.00
Street Lighting	£28,253.49 (inc VAT £4,723.57)	£21,700.00(exc VAT)	-£6,553.49
Election Costs - Representation of the Peoples Act 1983 - RPA1983 S36C	£246.17	£4,500.00	£4,253.83
Council Web Site	£2,652 (inc VAT of £442)	£2,304.00 (inc VAT)	-£348.00
S137 - Grants	£1,550.00	£3,000.00	£1,450.00
School Milk - Section 137	£0.00	£1,500.00	£1,500.00
Total	£63,709.03	£62,699.00	-£1,010.03

Current Summary	Balance as at 1 st April 2022 including £25,000 contingency fund.	£44,239.45
	Total expenditure	£63,709.03
	Total income	£60,574.54
	Balance	-£3,134.49
End of Year Prediction	Overall balance as at 31st March 2023	£41,104.96
	VAT Costs for 2022/23 financial year	£5,374.47
	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

2023/24 Financial Year	Actual	Anticipated	Difference
Income			
General Admin Inc. Precept	£0.00	£62,000.00	-£62,000.00
Bank Interest and Refund of Fees	£0.00	£30.00	-£30.00
VAT Refund	£0.00	£500.00	-£500.00
Total	£0.00	£62,530.00	-£62,530.00
Expenditure	Actual	Anticipated	Difference
Bank Charges	£0.00	£150.00	£150.00
Chairman's Fund	£0.00	£800.00	£800.00
Staffing Costs	£1,208.46	£14,848.00	£13,639.54
General Admin inc St Barts rental costs	£285.70	£4,395.00	£4,109.30
Insurances	£642.45	£650.00	£7.55
Play Schemes and New Play Equipment	£0.00	£11,378.00	£11,378.00
Street Furniture Repairs	£0.00	£200.00	£200.00
Street Lighting	£0.00 (inc VAT £0.00)	£25,800.00(exc VAT)	£25,800.00
Council Web Site	£384.00 (inc VAT of £64.00)	£2,400.00(inc VAT)	£2,016.00
S137 - Grants	£0.00	£4,000.00	£4,000.00
School Milk - Section 137	£0.00	£0.00	£0.00
Total	£2,520.61	£64,621.00	£62,100.39

Current Summary	Balance as at 1 st April 2023 including £25,000 contingency fund.	£41,104.96
	Total expenditure	£2,520.61
	Total income	£0.00
	Balance	-£2,520.61
End of Year Prediction	Overall balance as at 17th April 2023	£38,584.35
	VAT Costs for 2023/24 financial year	£94.00
	Balance as at 1 st April 2023 including £25,000 contingency fund.	£41,104.96
	Total anticipated expenditure	£64,621.00
	Total anticipated income	£62,530.00
	Anticipated balance for the year	-£2,091.00
	Anticipated Overall Balance as at 31st March 2024	£ 39,013.96

22/290

**SEALAND COMMUNITY COUNCIL – BANK RECONCILIATION –
31st MARCH 2023**

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 2023.

Account - no 0388217 – £8,187.03 - Account - no – 7326098 - £37,939.50 Total - £46,126.53

Unpaid - Cheque number	Payable to	Amount - £
003556	Information Commissioner	40.00
003557	Flintshire County Council	4,581.57
003560	St. Bartholomew's Church	400.00
Total		5,021.57

Total bank accounts – £46,126.53 less unpaid cheques of £5,021.57 as outlined by the Clerk leaves a nett balance of £41,104.96. This amount cross references with the summary of income and expenditure report as at 31st March 2023 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 6th April 2023. The Vice Chair signed two hard copies of the bank reconciliation statements.

RESOLVED: - that the report be noted.

22/291

INTERNAL AUDIT PLAN 2022/23 FINANCIAL YEAR

The Clerk advised on the email dated 30th March 2023 and attachment received from the Council's appointed internal auditor – JDH Business Services Ltd. A copy of the said email was circulated to all members of Council on 30th March 2023.

The Clerk 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.

The Clerk advised that he had submitted the signed letter of engagement to JDH Business Services Ltd on 13th April 2023.

RESOLVED – that the report be noted.

22/292

ANNUAL FINANCIAL RETURN – 2022/23

The Clerk advised on recent email communication dated 29th March 2023 received from **Deryck Evans** - Audit Manager – Audit Development and Guidance Audit Wales and copied to all members of Council. We are continuing to clear the 2021-22 audits as quickly as we can. Once we have issued the audit opinions, we pass a schedule of completed audits to our finance team, who will then issue invoices.

We are not yet in a position to issue the audit notices for the 2022-23 audits. Given the issues we have had with resourcing in the last year or two and an ongoing backlog of older audits that we are

still clearing, we have decided not to issue the notices until we have confirmed the date from which our audit team will be in place. The community and town council audit programme are being slotted into our wider work programme. We will write to you again as soon as the timing is confirmed.

In the meantime, we recommend that Councils prepare and approve the annual returns as soon as you are able to. We will provide the dates for the exercise of electors' rights under the 2004 Act with the audit notice.

The format of the annual return is much like previous years. Some additional narrative has been included in the Accounting Statement related to staff costs and the Trust Funds disclosures have been consolidated into one item in the annual governance statement.

The Clerk outlined the accounts for Council in the Local Council for Wales Annual Return for the year ended 31 March 2023.

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 2023 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 2022-23 was £8.82 per elector.

In 2022-23, the Council made payments totalling £1,550 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 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

RESOLVED: - that the report be noted.

22/293 MATTERS RAISED BY MEMBERS OF COUNCIL

Blocked gullies / grids - Bridge View - Wayne Jones advised that work has now started.

Blocked grids – Farm Road - Wayne Jones advised that work has now started.

There is a need for additional benches along the section between the A494 and Ferry Lane – can these be provided?

There is a need to repair 2 or 3 benches between the blue bridge and the railway bridge - Council has no record who installed these. Can these either be repaired or replaced?

22/294 MATTERS RAISED BY MEMBERS OF THE PUBLIC

No matters were raised.

22/295 DATE OF COUNCIL'S NEXT MEETING – 15th MAY 2023

**22/296 IN ACCORDANCE WITH SEALAND COMMUNITY COUNCIL'S CODE OF CONDUCT -
DECLARATION OF INTEREST - NONE**

The meeting opened at 6pm and closed at 7.55pm

..... Signed 15th May 2023