

SEALAND COMMUNITY COUNCIL

**MINUTES OF MEETING OF COUNCIL HELD ON 18th SEPTEMBER 2023 AT SEALAND COUNTY
PRIMARY SCHOOL, FARM ROAD, GARDEN CITY. CH5 2HH**

PRESENT: Councillors: Ashley Griffiths (Chair), Gwyneth Bullock, Jean Fairbrother, Barbara Hinds (Vice-Chair), Chris Jones (County Councillor), Lionel Prouve, Mary Southall, Brian Ward, Shelley Webber and David Wisinger.

Wayne Jones - StreetScene- Flintshire County Council
Robin Davies – Acting Headteacher- Sealand Primary School
Peter Richmond - Clerk and Financial Officer.

23/83 APOLOGIES FOR NON-ATTENDANCE

Apologies were received from Councillors: Norman Jones, Alex Lewis and Linda Thomas.

RESOLVED – that the apologies be received and accepted

23/84 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.

23/85 MATTERS RAISED BY THE PUBLIC

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

23/86 CHAIR'S REPORT AND ACTIONS SINCE 24th JULY 2023

There was no report.

23/87 MINUTES OF THE MEETING OF COUNCIL HELD ON 24th JULY 2023

RESOLVED - that the minutes of the meeting of Council held on 24th July 2023 be confirmed as a true and correct record.

23/88 CHAIR'S FUND 2023/24

The Clerk reminded Council that the agreed spend for the Chair's Fund for the 2023/24 financial year is £800.00. Payments being made under expenditure powers - Ancillary Power Local Government Act 1972 (S1). No payments have yet been made.

RESOLVED – that the Chair's Fund should cover the cost of refreshments at St Barts for Sunday November 12th Remembrance Service and Tuesday December 12th Christmas Concert

23/89

POLICE ISSUES

a) Community Speed Watch

Councillor Ashley Griffiths advised speed checks have recently been undertaken with Councillor Brian Ward along Welsh Road

RESOLVED – that the report be noted.

b) Wesley Williams - North Flintshire District Inspector

There was no report.

c) PCSO Aled Hughes – 3292

Aled was welcomed to his first meeting with Council and was informed of the speeding traffic issues along Welsh Road near to the Spar Shop.

RESOLVED – that the report be noted.

23/90

FLINTSHIRE COUNTY COUNCIL ISSUES.

a) Ferry Lane Footbridge – Noise Nuisance

Robin Nursaw advised on 4th September 2023 that he is looking to appoint a specialist consultant in the very near future to provide a detailed feasibility study on Active Travel along the South side of the Dee including the upgrade of the Ferry Lane footbridge to make it fully Active Travel compliant. This will provide the evidence to compile a bid submission to TFW to potentially provide a full upgrade of the overbridge to make it cycle friendly and potentially reduce noise currently being experienced

RESOLVED – that the report be noted.

b) Dandy's Top Soil – Sealand Road

Alison Dean advised on 20th July 2023 that there is quite a bit of history to the site which is the reason it has not been determined yet. She is hoping to be able to determine the application in the next couple of weeks. This information has again been requested.

RESOLVED – that the report be noted.

c) Sealand Ditches

Neil Parry advised on 25th May 2023 that he visited Cottage Garage and Deeside Crescent on 24th May 2023. The Cottage Garage ditch was then dry which was no good from his viewpoint consequently he will inspect again around 2nd October 2023 following rainfall and will update then. The Deeside Crescent ditch was also dry so conditions are now ideal for the Contractor to return to site to complete his works. Neil will update when his works have been completed. On 25th July 2023 Neil advised that the drainage works at Deeside Crescent have been completed.

On 28th August 2023 County Councillor Chris Jones advised Andrew Farrow and Neil Parry that the residents of Station Cottages have asked her to forward photos of the fields opposite their properties, on Seahill Road, following the heavy rainfall over the weekend.

Neil had provided various emails. On 18th September 2023 he advised that he had recently undertaken an inspection of the Main Rivers in Saughall from Station Cottages to the Welsh Boundary. Water levels were still high and he was able to determine that flows were being impeded downstream of the English Border ie. at the Westerly end of the Fishing Ponds. The County Council had a meeting with NRW last Friday about this matter and NRW have confirmed that the Main Rivers coloured in Purple on the appended Plan downstream of the English Border will be weed cut within the next month providing the crops have been harvested which will then enable access. This should considerably improve the flooding that has recently concerned householders, landowners and the Highway Authority.

RESOLVED – that the report be noted.

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

Glyn Jones - Team Leader - Development Management advised on 13th September 2023 that he still awaits further comments from Street Scene colleagues in this matter. It appears we have a situation whereby if the approved plan is implemented in full and strict accordance, then customers to the Spar would be stepping out of the door directly into the highway. This is clearly not acceptable in terms of highway and pedestrian safety.

Glyn advised that if the plan was amended to reduce the width of the access road to accommodate this conflict situation, such that pedestrian step on an area of footway rather than carriageway, then the matter may be resolved. He awaits Streetscene comments as this possible alteration has implications for works in the adopted highway at the junction mouth between the road and Welsh Road. He has refrained from sharing these thoughts without the detailed comments from Streetscene (as it may well be that this solution does not work) before coming back to you and your members, but as there is clearly a desire for some form of comment. Glyn stressed that this is not a final position and will nonetheless require discussion and possible an amendment to approved plan if it is deemed a workable solution.

Glyn asks that Council notes that he has addressed this situation as it is a long standing and ongoing matter, but it is in an area that he is not the Team Leader for. In the interests of keeping the Team Leader and case officer for the area informed he has advised them of his reply to Council.

RESOLVED – that Glyn Jones be thanked for his reply but advised that he has not responded to the Council's concern which is why the local developer has not carried out the agreed works to the side entrance as part of the planning approval Section 106 agreement. Council requests an urgent site meeting to include the Chair, Vice Chair, Clerk and the two County Councillors.

e) Trees – Sealand Primary School – Farm Road

Robin advised that a tree surgeon will shortly be attending to the trees.

RESOLVED – that the report be noted.

f) Damaged fencing – Cycle Bridge – A494

Wayne Jones advised on 2nd May 2023 that he has spoken to a NMWTRA supervisor and he is going to investigate as there is some confusion on who owns the fence either them or Sustrans. Wayne Jones has been advised that repair work is required urgently to the damaged fencing and a progress report has been requested.

RESOLVED – that the Clerk should email NMWTRA advising that repair work is required urgently to the damaged fencing that has previously been reported to them by StreetScene at Flintshire County Council and to request a progress report.

g) 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. Darrell Jones has previously advised that he is waiting to receive details of the accident.

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

h) River Dee Embankment – Coastal Path and Cycleway – Bluebridge to the Railway Bridge

There are 4 metal benches 2 were funded by Council and installed by the County Council in 2008. This section of the riverbank was raised and strengthened in 2010 and it has been concluded that the Council's two benches were removed by the contractors and were replaced with the current four benches. As a result, the Council's Asset Register will be amended accordingly.

Mike Taylor has advised that the repair cost is £200.00 per bench. Source for the funding is being investigated. Council has agreed that the seat formerly situated between the two road bridges should replace one of the existing 4 seats as above. Wayne has advised that he is waiting on Mike re-funding.

RESOLVED – that the report be noted.

i) Strip of land on Elm Tree RD (part of the High Grove estate) - Stewart Milne Homes

On 7th September 2023 Mark Harris advised that a legal hedge notice has been sent to the developer to ask them to cut the hedge.

RESOLVED – that the report be noted.

j) Footway – Seahill Road – Overgrown Weeds/ Hedge

Wayne Jones advised that he has asked for this to be cut again.

RESOLVED – that the report be noted.

k) Sealand Youth Club – Seats

On 9th August 2023 Mick Holt - Senior Youth Worker advised by email that he has moved the 9 damaged chairs to the bin. He has also moved the second pool table to meeting Room 2 enabling a 3rd table with wrap around seating to be used. There were 7 other newer chairs in meeting Room 1 that Mick has moved to where the older folding chairs were stored in the main hall. He could find no obstruction to the way these chairs were stored. This should sort out the issue but if the Happy Group do contact your Council again, please direct them to the Youth Service in the interim to report on any issues in the first instance. The Youth Office number is 01352 704032 and if there is an answerphone it is regularly monitored. All members of Council were copied Mick Holt's email on 9th August 2023.

RESOLVED – that the report be noted.

23/91 COUNCIL'S STREET LIGHTING

Jamie Bennet has been asked to advise on the next 10 lights that should be replaced in 2024/25. All 41 lights are working.

RESOLVED – that the report be noted.

23/92 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 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 2023/24 is Section 137 grants of £4,000 and for school milk £0.00. Spend in 2023/24 so far is £1000.00.

RESOLVED – that the report be noted.

23/93 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. Should Council incur any costs this is provided under LGA 1972 S142 powers to provide information relating to the Council. The Clerk is still liaising with both parties to agree on a location for the two notice boards and possible funding

RESOLVED – that the report be noted.

23/94 PLANNING APPLICATIONS

PA Number	Application details	Location
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000746/23	Erection of a two-storey side extension with first floor terrace (resubmission of 064379	2 Mill Cottages, Ferry Lane, Sealand, CH1 6QQ
000767/23	New dust extraction unit to specific and dedicated areas of the production unit – and this supplies fuel to the new biomass boilers	Unit 34A & 34B, First Avenue, Deeside Industrial Park, Flintshire, CH5 2NU
000787/23	Application for reserved matters following outline approval of 061125	Plot 3, The Airfields, Northern Gateway, Sealand, Flintshire, CH5 2RD
000810/23	Application for approval of reserved matters following approval of 061125.:	Plot D, The Airfields, Northern Gateway, Sealand, Flintshire, CH5 2RD

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

23/95 ACCOUNTS FOR PAYMENT

RESOLVED: - that-

- the under mentioned accounts be approved for payment.
- it be noted that the Lloyds Bank charges for the most recent period is £9.55 re £7.00 per month with an additional charge of 3 cheques x £0.85 = £2.55. The next period will be for £12.10 re £7.00 per month with an additional charge of 6 cheques x £0.85 = £5.10

Cheque No	Payable to	Details	Amount	VAT	Vat Code	Expenditure Powers
003584	Flintshire County Council	Council Contribution – 2023 Summer Playscheme	£6,377.60			Local Govt Act (Miscellaneous Provisions Act) 1976 (\$19
003585	Jolora Ltd	Web Site Maintenance - 2 months	£384.00	£64.00	294456859	Local Govt Act 1972 (\$142)
003586	P. Richmond	September 2023 Salary etc	£787.09			Local Govt Act 1972 (\$112)
003587	HMRC	September 2023 Income Tax - £461.60 and Emp NI - £54.62	£516.22			Local Govt Act 1972 (\$112)
Total Spend			£8,064.91	£64.00		

23/96 INCOME

Lloyds Bank	Interest payment	£34.18
Flintshire County Council	Precept – 2 nd payment	£20,666.67
Total Income		£20,700.85

RESOLVED – that the income be noted.

23/97 CORRESPONDENCE

There was no additional correspondence to report on.

23/98 FRIENDS OF SEALAND –ST. BARTHOLOMEW’S CHURCH

The launch of the Wellfed initiative was very successful and 35 people from the community attended and made orders. The meals will be delivered each week on Wednesday.

Dates for the councillors to be aware of, and to which they are invited: -

Sunday October 22nd – 3.30pm - There will be a service, led by the Bishop of St Asaph, to celebrate the reordering of the church. An official invitation will be sent to Councils

Sunday November 12th – 10.30am - Remembrance Service at St Barts

Tuesday December 12th – 7pm - Christmas Concert. Led by the Dee Sign Choir

RESOLVED – that the report be noted.

23/99 2023 COUNCIL INFORMATION BOOKLET

Councillor Brian Ward provided an update to Council before the meeting.

REESOLVED – that-

- a) Brian be thanked for his work on the draft Information Booklet.
- b) the proposed Information Booklet should not be produced.
- c) a QR Code be added to Council’s agenda which when scanned will take the person to the Council’s web site

**23/100 ANNUAL FINANCIAL RETURN – 2022/23
AND NOTICE OF AUDIT**

The Clerk advised that the following public notice needs to be displayed on the Council’s notice boards and the web site.

Publication of audited accounts for the year ended 31 March 2023

Regulation 15(5) of the Accounts and Audit (Wales) Regulations 2014 (as amended) requires that by 30 September 2023, Sealand Community Council publish its accounting statements for the year ended 31 March 2023 together with any certificate, opinion, or report issued, given, or made by the Auditor General. The accounting statements in the form of an annual return have been published on the Council’s website. However, the accounts are published before the conclusion of the audit.

RESOLVED – that the report be noted.

23/101 WELSH ROAD SKATE FACILITY

Richard Roberts – AURA - Play Design Officer advised Council before the meeting that the main priority is to remove the facility and to make the area safe to use for wheeled play on the flat tarmac surface. It was agreed that Richard will advise on the costs to provide roadway graphics at the site

following the removal of the skate facility and costs for possible fitness equipment. Costs being provided as part of the Joint Funding Initiative. Richard will also provide notices at the site outlining proposals to remove the skate facility. A copy of the notice will be provided to Council.

Note – The Acting Headteacher agreed later in the meeting to advise his pupils about the removal of this facility and to find out whether they would be interested in helping to raise funds to provide a new skate facility. Councillors said they would be keen to support this initiative.

RESOLVED – that the report be noted.

23/102 REVIEW OF COUNCIL POLICIES AND PROCEDURES

The Clerk advised that Council is required to review on annual basis its policies and procedures – these consist of the Biodiversity Policy / Notice - Annual Investment Strategy - Complaints Procedure –Data Protection Policy - Financial Regulations - Freedom of Information Access Arrangements - Health and Safety Policy – Grants Policy – Information Asset Register, 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 - Biodiversity Policy / Notice – Information Asset Register, Internal Financial Controls Policy, Risk Assessment Processes and Training Plan. (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 2024/25 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 2024/25 be noted.
- e) JDH Business Services Ltd be reappointed as the Council’s internal auditor.
- f) the Annual Investment Strategy 2024/25 - Biodiversity Policy / Notice – Information Asset Register, Internal Financial Controls Policy 2024/25, Risk Assessment Processes and Training Plan 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 and Standing Orders.

23/102 SUMMARY OF ACCOUNTS –2023/24 FINANCIAL YEAR

The Clerk outlined the expenditure and income for the 2023/24 financial year up to cheque number 003587.

2023/24 Financial Year		Actual	Anticipated	Difference
Income				
Precept		£41,333.33	£62,000.00	-£20,666.67
Refund VAT Flintshire County Council		£578.66	£0.00	£578.66
VAT Refund HMRC		£5,374.47	£500.00	£4,874.47
Bank Interest and Refund of Fees		£148.95	£30.00	£118.95
Total		£47,435.41	£62,530.00	-£15,094.59
Expenditure		Actual	Anticipated	Difference
Bank Charges		£59.65	£150.00	£90.35
Chairman's Fund		£0.00	£800.00	£800.00
Staffing Costs		£7,250.76	£14,848.00	£7,597.24
General Admin inc St Barts rental costs		£1,221.60	£4,395.00	£3,173.40
Insurances		£642.45	£650.00	£7.55
Play Schemes and New Play Equipment		£6,377.60	£11,378.00	£5,000.00
Street Furniture Repairs		£0.00	£200.00	£200.00
Street Lighting		£765.64 (inc VAT £127.60)	£25,800.00(exc VAT)	£25,034.36
Council Web Site		£1,152.00 (inc VAT of £256.00)	£2,400.00(inc VAT)	£1,248.00
S137 - Grants		£1,000.00	£4,000.00	£3,000.00
School Milk - Section 137		£0.00	£0.00	£0.00
Total		£18,469.70	£64,621.00	£46,151.30
Current Summary	Balance as at 1 st April 2023 including £25,000 contingency fund.	£41,104.96		
	Total expenditure	£18,469.70		
	Total income	£47,435.41		
	Balance	£28,965.71		
End of Year Prediction	Overall balance as at 18th September 2023	£70,070.67		
	VAT Costs for 2023/24 financial year	£407.10		
	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		

23/103 MATTERS RAISED BY MEMBERS OF COUNCIL

It was agreed for a WhatsApp Group to be set for members of Council and the Clerk.

23/104 MATTERS RAISED BY MEMBERS OF THE PUBLIC

No matters were raised.

23/105 DATE OF COUNCIL'S NEXT MEETING – 16th OCTOBER 2023

**23/106 IN ACCORDANCE WITH SEALAND COMMUNITY COUNCIL'S CODE OF CONDUCT -
DECLARATION OF INTEREST - NONE**

The meeting opened at 6.15 pm and closed at 7.50pm

..... Signed 16th October 2023