

SEALAND COMMUNITY COUNCIL

**MINUTES OF THE MEETING OF COUNCIL HELD ON 15th SEPTEMBER 2025 AT SEALAND COUNTY
PRIMARY SCHOOL, FARM ROAD, GARDEN CITY, CH5 2HH**

PRESENT: Councillors: David Wisinger (Chair), Alex Lewis (Vice-Chair), Christine Jones (County Councillor, Brian Ward, Bob James, Mary Southall, Gwyneth Bullock, Lionel Prouvé, Barbara Hinds, and Shelley Webber.

OTHERS: Members of the public were in attendance.

Robin Davies, Headteacher - Sealand Primary School.

OFFICER: Ashley Griffiths – Clerk and Financial Officer.

25/97 APOLOGIES FOR NON-ATTENDANCE

Apologies were received from Councillors Norman Jones, Jean Fairbrother, and Linda Thomas.

RESOLVED – that the apologies be received and accepted.

25/98 IN-HOUSE TRAINING

The in-house training is scheduled for October. Further details will be communicated in due course.

RESOLVED – that the report be noted.

25/99 SEALAND COMMUNITY FLOOD PLAN AND FLOOD WARDENS

It was noted that the hybrid meeting would be deferred to next month.

RESOLVED – that the report be noted

25/100 CODE OF CONDUCT DECLARATION

RESOLVED - that it should be noted that two declarations of interest during the meeting were made:

- Cllr Christine Jones declared an interest in minute number 25/106 (b)

25/101 MATTERS RAISED BY THE PUBLIC

Ashley Griffiths (Clerk) had not received a request to hold a hybrid meeting.

25/102 CHAIR'S REPORT AND ACTIONS SINCE 21ST JULY 2025

David Wisinger (Chair) reported to the Council that he had met with Ashley Griffiths (Clerk) to discuss policies that are due for revision.

RESOLVED – that the report be noted.

25/103 MINUTES OF THE MEETING OF COUNCIL HELD ON 21ST JULY 2025

RESOLVED—that the minutes of the Council meeting held on July 21st, 2025, be confirmed as a true and correct record.

25/104 CHAIR'S FUND 2025/26

Ashley Griffiths (Clerk) reminded the Council that the agreed spend for the Chair's Fund for the 2025/26 financial year is £800.00. Payments are being made under expenditure powers—Ancillary Power Local Government Act 1972 (S1).

RESOLVED – that the report be noted.

25/105 POLICE ISSUES

a) Community Speed Watch

It was reported that the scheduled speed watch would take place in October.

b) PCSO Aled Hughes – 3292

PCSO Aled Hughes reported to the Council that he had no issues to report during the summer period. County Councillor Christine Jones also noted that several walkabouts have taken place over the summer, during which ongoing community problems were discussed.

RESOLVED – that PCSO Aled Hughes be asked to look at the speeding issues in the community, with additional patrols needed.

25/106 MATTERS REFERRED TO FLINTSHIRE COUNTY COUNCIL

a) Sealand Ditches

i) The Main River watercourse is adjacent to Dandy's

Neil Parry (Project Engineer, Flintshire County Council) reported to the Council on September 8, 2025, that all previously identified impediments have been addressed. It was noted that NRW had been informed of the landowner's intention to follow the FRAP process and submit an application to NRW for the full pipe drainage crossing.

RESOLVED – that Neil Parry will be asked for an update on the application to NRW.

ii) The main river watercourse is located in England and crosses beneath Seahill Road

Neil Parry, Project Engineer (Flintshire County Council), informed the Council on September 10, 2025, that he had visited the site and noted that the levelling towards Saughall is progressing well. He also discussed the impediments within the main river watercourse with NRW and is scheduled to meet with NRW again in October to review the site and await the results of the site survey.

RESOLVED – that Neil Parry will be asked for the NRW report once the survey has been completed.

iii) Banks Farm

Neil Parry, Project Engineer (Flintshire County Council), informed the Council on May 19, 2025, that he had inspected the watercourse at one of the landowners' sites and observed that one section had been cleared of all impediments and received confirmation from the landowner that all impediments had been removed. Further, a site visit is scheduled for the autumn.

RESOLVED – that the report be noted.

iv) Sealand Avenue

Neil Parry, Project Engineer (Flintshire County Council), informed the Council on September 10, 2025, that he is seeking clarification from NRW regarding the watercourse. He believes it to be a live watercourse that should be flowing and will request that NRW undertake a site survey of the area to provide formal clarification.

RESOLVED – that Neil Parry, Project Engineer (Flintshire County Council), be asked for an update from NRW and the details of the site visit.

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

Matthew Parry-Davies, Flintshire County Council (Service Manager, Planning, Environment, and Economy), reported to the Council on September 11, 2025, that he will liaise with the legal team to determine whether they have received an update from the other party and will revert to me once he has further information.

Cllr Christine Jones declared an interest regarding the condition of the side access to the Spar Shop.

RESOLVED— that Glyn Jones, Neil Cockerton, Susan Cordiner and Matthew Parry-Davies be asked to provide a further update on the progress of the ongoing legal issues and the invitation to attend the site for additional inspection.

c) Sealand Road – A548 – Extend Street Lighting

Lee Shone, Streetscene Officer (Flintshire County Council), reported to the Council on July 11, 2025, that with the introduction of speed cameras along the road, the incidence of casualties has decreased to a level that no longer meets the criteria for extending street lighting. Nevertheless, the consideration of active travel options will be maintained for any prospective extensions to the lighting infrastructure.

Cllr Christine Jones reiterated the necessity of addressing the condition, inadequate width, and lack of lighting along the footpath on Sealand Road, noting that these issues may oblige pedestrians to step onto the carriageway, thereby presenting a potential risk to pedestrian safety.

RESOLVED – that Neil Cockerton, Lee Shone, Streetscene Officer (Flintshire County Council), be contacted over the unlit footpath.

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

Mike Taylor, Senior Coastal Ranger (Flintshire County Council), advised the Council on September 15, 2025, that in light of the unavailability of the UK SPS Fund, the Deeside through time heritage project is expected to be eligible for a grant to fund benches in the near future. In the meantime, it would be in the best interest of the Council to formally approach Isobel Smith, Planning, Environment and Economy (Flintshire County Council), to discuss the prospect of installing benches. If the Council still wishes to proceed with the replacement of one bench, no match funding is currently available.

RESOLVED – that Isobel Smith be asked for funding for benches.

e) Problem with Trees- Orchard Way and North Green at Sealand Manor

Councillor Christine Jones reported to the Council that Alex Philips (Housing Officer) completed a tree inspection of the condition of the trees on Sealand Manor and Orchard Way to prepare a comprehensive business case to inform the tender submission for the proposed works.

RESOLVED—Alex Philips (Housing Officer) be requested to provide an update on the tender process and the removal of the tree stump on Orchard Way.

f) Foxes Lane – Underpass - Water leakage and Graffiti

Wayne Jones, Streetscene Officer (Flintshire County Council), informed the Council on August 8th that he would investigate this issue further. However, he conveyed that the water coming up from under the underpass is sometimes below sea level, and some water from behind the wing walls occasionally discharges.

RESOLVED—that Wayne Jones asked again to carry out an inspection of the underpass with a view to potential jet washing of the area and contact Ken Skates (MS) for assistance.

g) Ferry Lane Footbridge

Katie Wilby, Streetscene and Transportation (Flintshire County Council), informed the Council on July 2, 2025, that Lee Shone, Streetscene Officer (Flintshire County Council), would be best placed to advise on this matter.

Lee Shone, Streetscene Officer (Flintshire County Council), informed the Council on July 11, 2025, that he would contact Wayne Jones and retired Officer Robin Nursaw for insight into this issue to move forward.

RESOLVED— that Neil Cockerton, Katie Wilby and Lee Shone be contacted to organise a site visit to discuss the matter, as the issue remains unresolved.

h) Chester Giant Car Boot Sale

Peter Hayes, Flintshire County Council (Senior Markets Officer), notified the Council that in relation to the traffic management on the A548, the organiser has engaged with an accredited contractor and an approval has been made for temporary traffic management on the A548.

RESOLVED— that the report be noted.

25/107 COUNCIL'S STREET LIGHTING

Dylan Williams (Street Lighting Team Leader) has been asked to advise the Council on several of the selected replacement lights for the 2025-26 financial year. All 33 of the current street lights are working.

RESOLVED – that the report be noted

25/108 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 roll. The Welsh Government has advised that the Section 137 Expenditure Limit for 2024/25 is £10.81 per elector. The electoral roll from Flintshire County Council was 2538 in December 2022. So, per elector produces a total of £28,062.76.

The allocated spending in 2025/26 is Section 137 grants of £3,035.00.

Spending in 2025/26 so far is £150.00.

RESOLVED – that the report be noted

25/109 PLANNING APPLICATIONS

PA Number	Application details	Location
FUL/000618/25	PROPOSAL: ERECTION OF 1NO. RETAIL UNIT (CLASS A1) WITH ASSOCIATED ACCESS AND SERVICING ARRANGEMENTS, MEANS OF ENCLOSURE TO CREATE EXTERNAL DISPLAY AREA AND HOLDING AREA, VEHICLE AND CYCLE PARKING, TROLLEY CORALS, LANDSCAPING, SUBSTATION, PLANT AND PLANT ENCLOSURE, AND ASSOCIATED WORKS.	RAF Sealand South Camp, Welsh Road, Garden City, Deeside, CH5 2RD
FUL/000429/25	PROPOSAL: CHANGE OF USE OF RETAIL AREA TO NEW CUSTOMER & STAFF TOILETS & CUSTOMERS DISABLED TOILETS ACCOMODATION. UPGRADE EXISTING EMERGENCY EXIT DOORS & INTERNAL AREAS. REPLACE SOME OF THE EXISTING WINDOWS. 95 CAR-PARKING SPACES.	Winfields Outdoors, Burgess Drive, Sealand, Chester, CH1 6EB
FUL/000429/25	PROPOSAL: CHANGE OF USE AND REFURBISHMENT OF EXISTING BUILDING AND SITE CURTILAGE TO FORM CAR SALES (SUI GENERIS) WITH ASSOCIATED CAFETERIA (A3), TOILET FACILITIES & CAR PARKING.	Winfields Outdoors, Burgess Drive, Sealand, Chester, CH1 6EB
FUL/000685/25.	PROPOSAL: NEW VEHICULAR ACCESS ONTO A548 - ACCESS TO SERVE AGRICULTURAL FIELD AND PROPOSED FORESTRY BUILDING (ALSO SUBJECT OF PRIOR APPROVAL APPLICATION WHICH IS PENDING, AS CONSIDERED PERMITTED DEVELOPMENT). A TRACK FINISHED IN WOOD CHIPPINGS, LOG STORAGE AREA, PARKING AREA, TIMBER POST AND RAIL BOUNDARY, AND ASSOCIATED WORKS.	Land adj. Inter-Leisure, Sealand Road, Sealand, Chester, CH1 6EB

RESOLVED -that –

- i. Observations be raised in respect of the planning application Ful/000618/25 regarding public transportation, and the review of the traffic management plan due to changes being made.
- ii. No objections be raised in respect of the above planning application - FUL/000429/25 and FUL/000429/25.
- iii. Observations be raised in respect of the planning application Ful/000685/25 regarding access concerns.

25/110 ACCOUNTS FOR PAYMENT

RESOLVED: - that-

- i) The under-mentioned accounts be approved for payment.
- ii) It is noted that the Lloyds Bank charges for the most recent periods (30/07/2025) are £15.50 - re £8.50 per month with an additional charge of 7 cheques x £1.00 = £7.00.
- iii) It is noted that the Lloyds Bank charges for the most recent period (29/08/2025) are £10.50 - re £8.50 per month with an additional charge of 2 cheques x £1.00 = £2.00.
- iv)

Cheque No	Payable to	Details	Amount	VAT	VAT Code	Expenditure Powers
Direct debit	NEST	Pension	£49.95			Local Govt Act 1972 (S112)
003714	Jolora Ltd	Website Maintenance – 2 months	£384.00	£64.00	294456859	Local Govt Act 1972 (S142)
003715	Ashley Griffiths	August 2025, Salary & Allowance	£969.27			Local Govt Act 1972 (S112)
003716	Ashley Griffiths	September 2025, Salary & Allowance	£969.47			Local Govt Act 1972 (S112)
Total spend			£2,372.69	£64.00		

25/79 INCOME

Lloyds Bank	Interest Payment 11/08/2025	£42.51
Lloyds Bank	Interest Payment 09/09/2025	£40.44
Flintshire County Council	Second Precept Payment	£21,333.33
Total Income		£21,416.28

RESOLVED – that the income received be noted.

25/111 CORRESPONDENCE

The biodiversity team at Flintshire County Council is offering plants to support pollinators within the community. The Ashley Griffiths (Clerk) has reviewed the planters in the area and recommended that those located at the Welsh Road play area be put forward for the grant.

The council agreed that the Clerk will liaise with Flintshire County Council to seek funding.

RESOLVED – that the clerk will contact Harry Owen, Flintshire County Council (Nature Recovery Project Officer).

25/112 COMMUNITY REVIEW 2025

Lyn Philips, Flintshire County Council (Democratic Services), submitted correspondence to the Council via email concerning the statutory review.

The Council duly considered the consultation documentation and, following deliberation, submitted a formal response setting out the Council's official position.

RESOLVED – that the report be noted.

25/113 FRIENDS OF SEALAND –ST. BARTHOLOMEW'S CHURCH

Brian Ward (Friends of Sealand) informed the Council that the Church had a joint service with Saughall Methodist Church in August and will host a Bart Art exhibition from September 20th to 23rd, 2025.

RESOLVED- that the report be noted.

25/114 WELSH ROAD SKATE FACILITY

Richard Roberts (Play Design Officer) reported to the Council on September 11, 2025, that the tarmac has been repaired and the graphics for the mini scooter and trike area have been installed.

RESOLVED— that the report be noted.

25/115 SEALAND PLAY AREAS

Richard Robert (Play Design Officer) informed the Council on September 11, 2025, that the Roundabout has been ordered and installation will be completed by the end of September.

RESOLVED— that the report be noted.

25/116 PLAY SCHEMES – 2025

Darren Morris (Play Development) reported to the Council that a comprehensive report will be forwarded to the Council in due course. A team representative advised the Council that participation was high and the team greatly valued and enjoyed the play schemes in the Sealand area.

RESOLVED— that Darren Morris (Play Development) be asked for the end-of-summer report from the play schemes.

25/117 PUBLIC RESILIENCE PLANNING

Ashley Griffiths (Clerk) reported to the Council that after speaking with the Reverend about St Andrew's Hub, the Reverend expressed optimism that the facility could be utilised to support critical utility needs, including serving as a drop-off point for water and providing access to the hub for residents during emergencies.

RESOLVED— that Reverend Paul Wheeler be asked to document this offer in writing for official record purposes.

25/118 REVIEW OF COUNCIL POLICIES AND PROCEDURE

The Clerk, Ashley Griffiths, advised that the Council is required to review its policies and procedures annually as per standard governance procedures; a number of the policies are subject to annual review. The following do not need updating: Financial Regulations, Record Management Policy, Retention of Records Policy, and Standing Orders. (A Copy has been circulated by email.)

The policy identified for review on this occasion is the Council's Training Plan for members of Council and the Clerk. (A Copy has been circulated by email), Copies of all other documents can be found on the Council's website.

RESOLVED-that-

- a) The report be noted.
- b) The training plan be approved.

The following be endorsed and approved without requiring amendments - Financial Regulations, Record Management Policy, Retention of Records Policy, and Standing Orders.

25/119 SUMMARY OF ACCOUNTS – 2025/26 FINANCIAL YEARS

Ashley Griffiths (Clerk) outlined the expenditure and income for the 2025/26 financial year up to cheque number 003716.

Sealand Community Council - Summary Accounts 2025/26 Financial Year				
Income		Actual	Anticipated	Difference
	Precept	£42,666.67	£64,000.00	-£21,333.33
	Bank Interest and Refund of Fees	£261.92	£525.10	-£263.18
	VAT Refund Flintshire County Council	£0.00	£0.00	£0.00
	VAT Refund HMRC	£976.18	£1,000.00	-£23.82
	Total	£43,904.77	£65,525.10	-£21,620.33
Expenditure		Actual	Agreed Spend	Balance
	Bank Charges	£67.50	£150.00	£82.50
	Chairman's Fund	£0.00	£800.00	£800.00
	Staffing Costs	£7,814.00	£14,592.65	£6,778.65
	General Admin inc	£1,921.18	£4,266.64	£2,345.46
	Insurances	£492.27	£650.00	£157.73
	Play Schemes and New Play Equipment	£135.60	£16,813.00	£16,677.40
	Street Furniture Repairs	£0.00	£200.00	£200.00
	Street Lighting	£4,530.62	£28,750.00	£24,219.38
	Election Costs	£0.00	£0.00	£0.00
	Council Web Site	£1,176.00	£2,400.00	£1,224.00
	S137 - Grants	£150.00	£3,035.00	£2,885.00
		Total	£16,287.17	£71,657.29
Current Summary	Balance 1st April 2025 inc £25,000 contingency fund		£64,041.63	
	Total Expenditure		£16,287.17	
	Total Income		£43,904.77	
	Balance		£27,617.60	
	Balance as at 15th SEPTEMBER 2025		£ 91,659.23	
	VAT Costs for 2025/26 Financial Year		£1,093.70	
End of Year Prediction				
Balance as at 1st April 2025		£64,041.63		
Total Anticipated Expenditure		£71,657.29		
Total Anticipated Income		£65,525.10		
Balance Expenditure compared with income at 31st March 2025		-£6,132.19		
Anticipated Closing Balance as at 31 March 2026		£ 57,909.44		

25/120 INTERNAL AUDIT PLAN 2024/25 FINANCIAL YEAR

The Clerk advised the Council that JDH Business Services Limited reported on 7 May 2025 that the Council's systems of internal controls are in place, adequate for the intended purpose, and effective, subject to the issue reported in the action plan.

RESOLVED – That the report be noted.

25/121 EXTERNAL AUDIT – ANNUAL FINANCIAL RETURN 2024/25 FINANCIAL YEAR

The Clerk gave an overview of the requirement to Council for the external audit noting that the documents can be sent to the Cardiff office via recorded delivery or By secure data transfer via Objective Connect with a deadline of the 30th June 2025 and mandated the Council to publish an audit notice by the 16th of June on all notice boards and Council website for a minimum of 14 calendar days, after the forementioned period it is the requirement of Council to allow the electors 20 working days of inspection from the 1st July to the 28th of July between the hours of 10:00 and 17:00 from Monday to Friday in line with Section 30 of the Public Audit Wales Act 2004 gives the rights of the elector to inspect the Council's accounts.

The clerk received the audit notice for 2025, which pertains to the audit of accounts, and informed the Council that the relevant documents have been sent via email to the auditors for submission to the Local Council for Wales in the Annual Return for the year ended March 31, 2025.

RESOLVED – that the report be noted.

25/122 ONE VOICE WALES DIGITAL MATURITY RECOMMENDATIONS FOR IMPROVED DIGITAL OPERATIONS

Ashley Griffiths (Clerk) informed the Council that he had completed the One Voice Wales programme of Digital Maturity Assessments for councils and had received the conclusion, which included several recommendations that were not mandatory. Furthermore, the Clerk presented a comprehensive report outlining a range of website hosting and content management system options, including the current provider and alternative packages. The report included a comparative analysis of features, costs, ease of use, and feedback from other Councils.

Following a thorough discussion and consideration of the options, members recognised the advantages of the Clerk's preferred choice, particularly in terms of value for money, user-friendliness, and positive experiences reported by comparable councils and voted unanimously to change providers.

THEREFORE, IT BE RESOLVED THAT the Council adopts the following resolution.

RESOLVED— that the Council shall proceed with the setup and migration of a new website with an external hosting provider, and that the resolution be adopted.

25/123 PAYMENTS TO MEMBERS OF COMMUNITY COUNCILS 2025/26 FINANCIAL YEAR

The Clerk has recirculated a form for completion concerning the 2025/26 financial year to the Councillors who were unable to attend the April meeting. These Councillors completed and signed the form, bringing the total number of completed forms to 12, and advised that they declined the payments. This leaves one Councillor to complete and sign the form.

RESOLVED—that the report be noted.

25/124 MATTERS RAISED BY MEMBERS OF THE COUNCIL

Cllr Gwyneth Bullock brought to the Council's attention concerns regarding the No. 5 bus route from Mold to Asda in Queensferry, specifically the lack of a designated pick-up point in Garden City, which adversely affects a significant number of residents.

25/125 MATTERS RAISED BY MEMBERS OF THE PUBLIC

A member of the public raised concerns regarding vehicles parking on the yellow lines along Foxes Lane, causing obstruction and access issues.

The majority of attendees raised issues regarding the No. 5 bus service, citing missed hospital appointments, difficulty visiting family, and challenges for students travelling to college.

RESOLVED— that the Council will contact Flintshire County Council regarding the issues raised.

25/126 DATE OF COUNCIL'S NEXT MEETING – 20th OCTOBER 2025.

25/127 IN ACCORDANCE WITH THE SEALAND COMMUNITY COUNCIL'S CODE OF CONDUCT,

DECLARATION OF INTEREST— One Council member declared an interest to the Council. Cllr Christine Jones declared an interest in minute number 25/106 (b)

The meeting opened at 6:00 pm and closed at 8:26 pm.

..... Signed 20th October 2025, Chairperson of the Council