

SEALAND COMMUNITY COUNCIL

**MINUTES OF THE MEETING OF COUNCIL HELD ON 20th OCTOBER 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, Lionel Prouvé, Barbara Hinds.

OTHERS: Members of the public were in attendance.

OFFICER: Ashley Griffiths – Clerk and Financial Officer.

25/128 APOLOGIES FOR NON-ATTENDANCE

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

RESOLVED – that the apologies be received and accepted.

25/129 IN-HOUSE TRAINING

The Council completed the scheduled in-house training on Community Councils and social media. Topics covered included public engagement, best practices and responsibility.

RESOLVED – that the report be noted.

25/130 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

25/131 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 25/137 (b)

25/132 MATTERS RAISED BY THE PUBLIC

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

25/133 CHAIR'S REPORT AND ACTIONS SINCE 15th SEPTEMBER 2025

David Wisinger (Chairman) reported to the Council that he had met with Ashley Griffiths (Clerk) to discuss preparations for Remembrance Sunday at St Bartholomew's church, including the importance of placing poppies on the lamp posts along Sealand and the order for wreaths.

It was also reported that the original Civic regalia of Sealand had been carefully cleaned and restored, and were presented back to the Council by Dave Wisinger (Chairman), now securely and attractively displayed for presentation at Sealand County Primary School.

RESOLVED – that the Council extended its gratitude to the Chairman for overseeing the cleaning and restoration of the original chain of office.

25/134 MINUTES OF THE MEETING OF COUNCIL HELD ON 15th SEPTEMBER 2025

RESOLVED—that the minutes of the Council meeting held on September 15th, 2025, be confirmed as a true and correct record.

25/135 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.

25/136 POLICE ISSUES

a) Community Speed Watch

It was reported that the scheduled speed watch would take place in partnership with PCSO Aled Hughes on dates that suit all parties.

b) PCSO Aled Hughes – 3292

PCSO Aled Hughes advised the Council that the deployment of a speed enforcement van is contingent upon the completion of a community speed watch, which must be conducted in collaboration with him.

RESOLVED – that PCSO Aled Hughes be asked for a further date to conduct a speed watch in the area.

25/137 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 October 17, 2025, that the site levels towards Saughall are progressing well. He also discussed the impediments within the main river watercourse with NRW and is scheduled to meet with NRW at the end of October to review the site, and will forward 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 October 17, 2025, that NRW attempted to undertake a site survey of the area to provide formal clarification, but was unable to access the land due to restricted access.

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 October 17, 2025, that he would liaise with Susan Cordiner (Legal Services) to determine whether they have received an update from the other party.

Furthermore, Susan Cordiner (Solicitor, Legal Services) informed the Council on October 17, 2025, that the site progress was ongoing.

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

RESOLVED— that Susan Cordiner and Matthew Parry-Davies be asked to provide a further update on the progress of the ongoing legal issues.

c) Sealand Road – A548 – Extend Street Lighting

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

Isobel Smith, Planning, Environment and Economy (Flintshire County Council), informed the Council on October 15th that, unfortunately, the community chest funding for a one-off project has now closed. Therefore, the Council has resolved to explore the installation of benches.

RESOLVED – that Ashley Griffiths (Clerk) be instructed to make inquiries into the matter.

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

Councillor Mary Southall reported to the Council that one tree has fallen at Sealand Manor, and another presents a significant risk of collapse.

RESOLVED—Alex Philips (Housing Officer) be requested to provide an update on the tender process reported to the Council 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 that the pumping station is operational and an ACCO drain was installed several years ago to discharge water from the footway to the road.

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), reported to the Council on October 20, 2025, that Lee Shone would be in touch to discuss the issues surrounding the bridge.

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

h)

Ashley Griffiths (Clerk) has reviewed the planters in the area and has submitted the Welsh Road play area to the biodiversity team at Flintshire County Council for a grant.

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

25/138 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

25/139 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.

Several grant requests have been received.

A grant request has been received from Sealand County Primary School.

A grant request has been received from Sealand Happy Group – An up-to-date copy of the bank statement has been provided.

RESOLVED – that

- I) The report be noted
- II) In accordance with Section 137 of the Local Government Act 1971, the Council should award a grant of £1000.00 to Sealand County Primary School, which is in the best interests of the area and its inhabitants.
- III) In accordance with Section 137 of the Local Government Act 1971, the Council should award a grant of £150.00 to Sealand Happy Group, which is in the best interests of the area and its inhabitants.
- IV) In accordance with Section 137 of the Local Government Act 1971, the Council should award a grant of £200.00 to the Earl Haig Poppy Appeal, which is in the best interests of the area and its inhabitants.

Councillors Alex Lewis, Christine Jones and David Wisinger declared an interest regarding the grant payment to Sealand C.P. School.

Spending in 2025/26 so far is £1,500.00.

25/140 PLANNING APPLICATIONS

PA Number	Application details	Location
OUT/000930/23	PROPOSAL: Outline application (to include means of access) for the erection of up to 36no. Residential apartments following the demolition of the Queensferry Hotel.	The Ferry Hotel, 2 Welsh Road, Garden City, Deeside, CH5 2RA.
FUL/000731/25	PROPOSAL: Demolition of two-storey offices at front of building with erection of new external wall with loading access bays, and erection of new separating wall to subdivide the residual building into two units including subdivision of two-storey office facilities at rear of the building.	Unit 13, Deeside Industrial Park , Fourth Avenue, Sealand, Deeside, CH5 2NR
FUL/000794/25	PROPOSAL: Erection of perimeter mesh fencing 2.4m in height.	28, QUAY PHARMACEUTICALS LTD, QUAY HOUSE, Parkway, Sealand, Deeside, CH5 2NS

RESOLVED -that –:

- i. Objections be raised in respect of the planning application OUT/000930/23 regarding:

Safety – Vehicular access is proposed from the brow of a bridge with restricted visibility and a converging cycle path, creating a constrained junction that is unsuitable for additional traffic.

Flood Risk – The site lies adjacent to the River Dee estuary and is potentially susceptible to flooding. Development in this location would exacerbate risk unless appropriate mitigation is demonstrated.

Ecology – The river corridor provides habitats for bats and other protected species; the development would compromise established ecological networks.

Overdevelopment – The proposal exceeds the site’s capacity, detracting from local character, open space, and the landscape setting of the river corridor.

Impact on Adjacent Properties – The positioning of dwellings would allow direct views into neighbouring properties, diminishing privacy.

- ii. No objections be raised in respect of the above planning application – FUL/000731/25 and FUL/000794/25

25/141 ACCOUNTS FOR PAYMENT

RESOLVED: - that-

- i) The under-mentioned accounts be approved for payment.
- ii) It is noted that the Lloyds Bank charge for the most recent period (30/09/2025) is £17.50 - re £8.50 per month with an additional charge of 9 cheques x £1.00 = £9.00.

Cheque No	Payable to	Details	Amount	VAT	VAT Code	Expenditure Powers
Direct debit	NEST	Pension	£49.95			Local Govt Act 1972 (S112)
003717	Flintshire County Council	Council Contribution-Play Scheme 2025 6 Weeks full days	£8,902.80			Local Govt Act (Miscellaneous Provisions Act) 1976 (S19)
003718	Jolora Ltd	Website Maintenance – 2 months	£384.00	£64.00	294456859	Local Govt Act 1972 (S142)
003719	Flintshire County Council	Street Lighting Inspection – July, August & September 2025	£252.65	£42.11	636613732	Highways Act 1972 (301)
003720	Flintshire County Council	Match funding 2025/26 play area	£6,500.00			Local Govt (Miscellaneous Provisions) Act 1976 Section 19
003721	HMRC	PAYE – Income Tax and National Insurance, July, August & September	£1,376.86			Local Govt Act 1972 (S142)
003722	Ashley Griffiths	October Salary & Allowance	£969.27			Local Govt Act 1972 (S112)
003723	Sealand County Primary School	Grant Payment	£1,000.00			Section 137 of the Local Govt Act 1971

003724	Earl Haig Poppy Appeal 2025	Grant Payment	£200.00			Section 137 of the Local Govt Act 1971
003725	Sealand Happy Group	Grant Payment	£150.00			Section 137 of the Local Govt Act 1971
Total spend			£19,785.53	£106.11		

25/142 INCOME

Lloyds Bank	Interest Payment 09/10/2025	£40.78
Total Income		£40.78

RESOLVED – that the income received be noted.

25/143 SEALAND COMMUNITY COUNCIL- BANK RECONCILIATION – 30th September 2025

In line with the Council's Financial regulations and audit requirements, the Clerk submits details of the Council's overall bank balance in respect of – as at the 30th June, 30th September, 31st December and 31st March each year.

Account – No 0388217 - £8,432.17 - Account – No 7326098 - £83,593.56. Total - £92,025.73

Unpaid – Cheque number	Payable to	Amount - £
003714	Jolora Ltd	384.00
Total		384.00

Total bank accounts - £92,025.73 less unpaid cheques of £384.00 as outlined above, leaves a net balance of £91,641.73. This amount cross-references with the summary of the income and expenditure report as at 30th September 2025.

The Vice–Chair signed two hard copies of the bank reconciliation statements.

RESOLVED— that the report be noted.

25/144 CORRESPONDENCE

There was no additional correspondence to report on.

25/145 FRIENDS OF SEALAND –ST. BARTHOLOMEW'S CHURCH

Brian Ward (Friends of Sealand) informed the Council that the Church held a successful Bart Art exhibition in September, and that the on-site cafe is open to the public.

RESOLVED- that the report be noted.

25/146 PLAY SCHEMES – 2025

Darren Morris (Play Development) reported to the Council on September 22, 2025, that attendance levels varied daily but demonstrated consistent engagement across both sites throughout the delivery period.

- Sealand Manor: 358 total attendees (183 boys, 139 girls, 36 additional).
- Garden City: 338 total attendances (140 boys, 145 girls, 53 additional).

RESOLVED— that Darren Morris (Play Development) be asked for further clarification on the data reported to the Council.

25/147 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 and formally wrote to the Council offering the use of its premises as a designated community drop- off and distribution centre during local emergencies.

RESOLVED— that Reverend Paul Wheeler be thanked for the kind offer.

25/148 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 policies identified for review on occasion are the Biodiversity Policy/Notice – Annual Investment Strategy – Complaints Procedure – Data Protection Policy – 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 – Risk Assessment Processes – Scheme of Delegation – Multi Location Meeting Policy - Members Self-Regulatory Protocol. (Copies have been circulated by email.) Copies of all other documents referenced above are available on the Council's website.

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 2026/27 financial year.
- c) The key risks relate 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 detail are that the Council takes all the appropriate steps to minimise risks in conjunction with the Council's internal financial controls and that the Risk Assessment 2026/27 be noted.
- e) JDH Business Services Ltd be reappointed as the Council's internal Auditor.
- f) The Annual Investment Strategy 2026/27 – Bio Diversity Policy/Notice, Information Asset Register, Internal Financial Controls Policy 2026/27, Risk Assessment Processes, Health and Safety Policy, Press and social media Policy, be approved.
- g) The following be endorsed without requiring amendments – Complaints Procedure, Data Protection Policy, Freedom of Information Access Arrangements, Grants Policy, Information

Security, Public Participation Protocol, Scheme of Delegation, Multi Location Meeting Policy, Members Self-Regulatory Protocol.

25/149 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 003725.

**Sealand Community Council - Summary Accounts
2025/26 Financial Year**

		Actual	Anticipated	Difference
Income	Precept	£42,666.67	£64,000.00	-£21,333.33
	Bank Interest and Refund of Fees	£302.70	£525.10	-£222.40
	VAT Refund Flintshire County Council	£0.00	£0.00	£0.00
	VAT Refund HMRC	£976.18	£1,000.00	-£23.82
	Total	£43,945.55	£65,525.10	-£21,579.55

		Actual	Agreed Spend	Balance
Expenditure	Bank Charges	£85.00	£150.00	£65.00
	Chairman's Fund	£0.00	£800.00	£800.00
	Staffing Costs	£10,184.08	£14,592.65	£4,408.57
	General Admin inc	£1,947.18	£4,266.64	£2,319.46
	Insurances	£492.27	£650.00	£157.73
	Play Schemes and New Play Equipment	£15,538.40	£16,813.00	£1,274.60
	Street Furniture Repairs	£0.00	£200.00	£200.00
	Street Lighting	£4,783.27	£28,750.00	£23,966.73
	Election Costs	£0.00	£0.00	£0.00
	Council Web Site	£1,560.00	£2,400.00	£840.00
	S137 - Grants	£150.00	£3,035.00	£2,885.00
	Total	£34,740.20	£71,657.29	£36,917.09

Current Summary	Balance 1st April 2025 inc £25,000 contingency fund	£64,041.63
	Total Expenditure	£34,740.20
	Total Income	£43,945.55
	Balance	£9,205.35
	Balance as at 20th OCTOBER 2025	£ 73,246.98
	VAT Costs for 2025/26 Financial Year	£1,199.81

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

25/150 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.

25/151 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.

25/152 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.

25/153 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.

25/154 MATTERS RAISED BY MEMBERS OF THE COUNCIL

25/155 MATTERS RAISED BY MEMBERS OF THE PUBLIC

Several residents raised concerns about the ongoing vehicles parking on the yellow lines along Foxes Lane, which are contributing to access constraints and parking inefficiencies.

A number of members of the public raised the ongoing issue with the No. 5 bus service, citing missed appointments, difficulty visiting family, and further challenges due to the lack of routes.

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

25/156 DATE OF COUNCIL'S NEXT MEETING – 17th NOVEMBER 2025.

25/157 IN ACCORDANCE WITH THE SEALAND COMMUNITY COUNCIL'S CODE OF CONDUCT, DECLARATION OF INTEREST— Several Council members declared an interest to the Council.

Councillor Christine Jones declared an interest in minute number 25/137 (b)

Councillors Alex Lewis, Christine Jones and David Wisinger declared an interest in minute number 25/139.

The meeting opened at 6:00 pm and closed at 8:31 pm.

..... Signed 17th November 2025, Chairperson of the Council