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SEALAND COMMUNITY COUNCIL

**MINUTES OF THE ANNUAL FINANCE MEETING OF COUNCIL HELD ON
16th JANUARY 2012 AT THE SEALAND PRIMARY SCHOOL.**

PRESENT: Councillors: Mrs S. Webber (Chairman), Mrs G Bullock, A. Ellis,
Mrs C M Jones (County Councillor), A. Lewis, Miss.H. Jones, N. Jones,
Mrs B.M.A Southall and D. E. Wisinger.

Peter Richmond - the Clerk and Financial Officer.

One member of the public was in attendance.

11/177 APOLOGIES FOR NON-ATTENDANCE

Apologies were received and accepted from – Councillors J.A.Dodd, J.J. Griffiths
and W. Morris

11/178 CODE OF CONDUCT DECLARATION

RESOLVED – that it be noted that no declarations were made to Council at the
beginning of the meeting.

11/179 MATTERS RAISED BY THE PUBLIC

No matters were raised.

11/180 CHAIR'S ACTION SINCE 12th DECEMBER 2011

The Chair advised that she had confirmed the Council's approval from its July 2011
meeting for the purchase of 8 previously 10 signs re the Sealand "Design a Sign"
Project.

The Chair also attended the Police Meeting on 14th December 2011.

**11/181 MINUTES OF THE MEETING OF COUNCIL HELD ON 12th
DECEMBER 2011**

RESOLVED - that the minutes of the meeting of Council held on 12th December 2011
be confirmed as a true and correct record.

11/182 COUNCIL'S CHAIN / BADGE OF OFFICE

At the July 2011 Council agreed that the quotation submitted W.H. Darby Ltd to
manufacture and sew a velvet collar onto a single row chain of office for £165.00 be

accepted. Council also agrees to accept the W.H. Darby courier service, which carry the correct insurance, to collect and deliver the chain of office. The price for this is £35 collection and £10.50 for delivery. The Clerk confirmed that WH Darby Ltd has been informed of Council's decision. The Chair has now arranged for the chain to be collected.

RESOLVED - that the report be noted.

11/183 POLICE ISSUES

The Clerk advised that he had sent the agenda and papers to the Police together with reminders about the meeting but hadn't received any notification that the Police would or would not be attending the meeting.

The Chair and the County Councillor advised that they both attended the Deeside Police / Councillors meeting for the Chair and County Councillor on Wednesday 14 December 2011 at the Deeside Police Station. The next meeting will be held in February / March 2012.

The Chair also advised that the next Police meeting for Sealand Manor will be held at the Community Centre on 18th January 2012 at 7pm.

RESOLVED – that-

i) the report be noted.

ii) a letter be sent to the Chief Constable of North Wales Police advising that until recently the police have attended the majority of Council meetings which has benefited both Council and North Wales Police. Council asks if the attendance can be resumed.

a) Police Surgeries – Sealand

RESOLVED - that the matter be deferred.

b) Sealand Manor.

RESOLVED - that the matter be deferred

c) Problem with youths: 7pm to 10pm: various locations: Garden City.

RESOLVED - that the matter be deferred

d) Matters raised previously by members of Council

RESOLVED - that the matters outlined below be deferred

- Motorised scooter – riverbank and then Farm Road – various times.
- 30 Maplewood Avenue – rubbish being dumped into the adjacent site of the former Leisure Club.
- Quad Bike – Excessive speed – Manor Road.
- Drugs

11/184 FLINTSHIRE COUNTY COUNCIL MATTERS

a) Meadow View– Need for Additional off Street Car Parking

The County Councillor referred back to the recent site meeting and advised that the County Council are preparing details of how car parking can be improved together with costings and a possible date when the work will be undertaken.

RESOLVED - that the County Councillor’s report be noted.

b) Old Marsh Farm Road – Street Name Signs

The County Councillor advised that she has been informed by Joe Williams from Flintshire County Council that the proposed naming of the road has been agreed and the confirmation of the road name will now be sent to all occupiers on the 'new' road. Gwyn Parry (Signage Engineer) will need to order the signs. For information the reason for the latest delay was Royal Mail asking the County Council to leave naming the new road until after Christmas, as it would have caused the occupiers difficulties in receiving post and deliveries.

RESOLVED - that the County Councillor’s report be noted..

c) Improvement to Road Surface – Riverside Park, Farm Road, Sandy Lane and Brookside.

The County Councillor advised the projects are on the County Council priority list – Riverside Park is programmed for May 2012 and the remaining areas will be actioned when funds become available.

RESOLVED - that the County Councillor’s report be noted.

d) Car Park – Welsh Road – Need for a Stopping up Order.

RESOLVED - that the matter be deferred.

e) Speeding Traffic – West Green, Sealand Manor

The Clerk reminded Council that West Green will be assessed for traffic calming in accordance with the traffic calming as approved in November 2010. The County Council is currently receiving many requests and this road can then be compared with other requests to determine which are the most applicable for calming.

RESOLVED - that the report be noted.

f) Dog Fouling – Dog Watch Signs

The Clerk reminded Council that at the previous meeting he reported that he had received an email from Jackie Lee - OWL and Watch Administrator - Flintshire Neighbourhood Watch Association advising that 'Dog Watch' signs are to be temporarily erected on the following columns: Columns 118 (corner Sandy Lane and Queens Road) , 105 (corner Sandy Lane and Orchard Way) – 123 Orchard Way – 119 Dee Road. Additional signs will be installed on County Council lights along the old section of Sealand Road near to Villa Road.

The County Councillor advised that the signs are a temporary measure and will be removed after about 6 weeks.

RESOLVED - that the report be noted

g) Public Footpaths and Cycle ways

Missing footpath direction signs – North Wales Shooting School.

The County Councillor advised that Rights of Way Inspector who is responsible for the day to day maintenance in this particular area will shortly be installing replacements signs.

RESOLVED - that the report be noted.

Cycleway linking Riverbank to Foxes Lane / Sealand Road – Need for improved signage warning cyclists and motorists of the cycleway junction with Foxes Lane.

The Clerk advised that he has informed Sustrans that Council has asked that warning signs need to be installed on both the highway and cycleway warning of the cycle way's junction with Foxes Lane. Glyn Evans of Sustrans has advised that he will investigate the Council's request.

RESOLVED - that the report be noted.

Need to clarify re-routing of public footpath / right of way in the area of the closed steel works offices

The Clerk advised that he required a larger scale map of the area to have the proposed new route indicated. This has been completed and will shortly be sent to TATA Steel Corus.

RESOLVED - that the report be noted.

h) Green Lane Estate – Need for Improvements to Road Surface / Dog Bin.

At the December 2011 meeting Councillor Alex Lewis provided the Clerk with a location map detailing the proposed location for the new dog bin. The Clerk then forwarded the map and the request for the additional dog bin to Hilary Williams at the County Council

RESOLVED – that the Clerk should send a reminder to Hilary Williams at the County Council.

i) Land Ownership Enquiry – Fencing along the link footpath at West Green at Sealand Manor

The Clerk reminded Council that at the previous meeting he advised that Interim Head of Legal and Democratic Services has advised that a further inspection of the fencing has been made and is now deemed to be the responsibility of the County Council. The maintenance inspector is currently looking into its repairs and hopefully the fence will be rectified as soon as possible.

RESOLVED – that the Clerk should check to see whether the fence has been repaired.

j) Walkabout by the County Councillor

The County Councillor advised that she will be undertaking regular monthly walkabouts at both Sealand Manor and Garden City with various officers from the County Council to cover issues such as housing repairs – tree cutting – highway and footway maintenance etc. Dates to be given out in due course.

RESOLVED – that the report be noted.

k) Rock Salt – Community Centre

At the December 2011 meeting the County Councillor advised that she has arranged for a supply of rock salt to be delivered to the Community Centre at Sealand Manor. It was reported that the rock salt hasn't been provided.

RESOLVED – that the report be noted.

l) Sealand “Design a Sign” Project

The Clerk reminded Council that at the July 2011 meeting Council agreed to the purchase of 10 signs - £32.40 each plus fastening to street lighting - £8.72 each – Total cost £411.20 and for the Team Leader – Public Protection to be advised accordingly.

The Clerk advised that the County Council will be funding the provision of two signs leaving Council to fund eight signs.

RESOLVED – that the report be noted.

11/185 LIGHTING MATTERS

a) Street Lighting Report

The Clerk reported that his most recent lighting inspection of the Council's 149 lights took place on 14th January 2012. Two lights were out of action and will be attended to shortly-

- Column 170 at rear of 31 Welsh Road – break in supply – reported to Manweb
- Column 75 - Brookside

RESOLVED – that the report be noted.

b) Proposed Lighting Projects – 2012/13

Costings have been provided by the County Council's Street Lighting Manager -

Installation and upgrade (including transfer of service)

North Green - Cols x 4 £6,630

North Green – Additional Col - £2500

Bridge View – Cols x 5 £8,200

Brookside – Cols x 3 £4,935

Kingsley Road – Cols x 2 £3,290

The Clerk reminded Council that a review of street lighting policies is now in progress under the direction of the Members. This Council will be advised of the outcome of this review, which should be concluded by March 2012.

RESOLVED - that the Clerk's report be noted.

c) Increase cost in Energy – Scottish Power from 1 May 2011

The Clerk advised that he has submitted details of the Council's lighting energy requirements to customeracquisition@buyingsolutions.gsi.gov.uk

RESOLVED - that the Clerk's report be noted.

11/186 FLOOD RISK - HIGHWAYS

a) A550 Drainage Scheme

At the previous meeting the Clerk advised that Neil Parry's had informed him that with regards to the other drainage issues that have been discussed previously the County Council are still awaiting the downpour to test the drainage in the area of the A550.

Neil had asked that if any Councillors wish to discuss the issue of flooding at this location they can contact Neil on 01352 704723.

RESOLVED - that the Clerk's report be noted.

b) Foxes Lane Underpass

It was reported that there are large areas of damp on one of the sidewalls of the underpass and that one of the drainage grids sits slightly above the road surface.

RESOLVED - that the County Councillor should action the reports that there are large areas of damp on one of the sidewalls of the underpass and that one of the drainage grids sits slightly above the road surface.

**11/187 SECTION 137 – LOCAL GOVERNMENT ACT 1971
PAYMENT OF GRANTS**

a) Summary of Grant Payments – 2011/12 Financial Year

The Clerk reminded Council that the calculation of the Free Resource Base is based on the local population taken from the current electoral role of 2114 and £6.15 per head produces an upper limit of £13,001.10.

For the 2011/12 financial year – as at prior to the meeting £3,375.00 have been authorised for payment or authorisation is sought.

Allocation for the 2011/12 financial year is £3,500.00

RESOLVED - that the report be noted.

11/188 PLANNING APPLICATIONS

The Clerk advised that the following planning applications had been received electronically from Flintshire County Council since the meeting of Council held on 12th December 2011.

- 049284 – Erection of pre-fabricated office block (retrospective) at Pl01, Fourth Avenue, Deeside Industrial Park. .

RESOLVED - that the planning application as reported by the Clerk be supported and for the Council to submit its response to planning.consultation@flintshire.gov.uk.

11/189 NOTIFICATION OF PLANNING PERMISSIONS

The Clerk advised that the Head of Planning had submitted details of planning decisions since 12th December 2011 meeting of Council.

The following planning application had been approved: None

RESOLVED - that the report be noted.

11/190 ACCOUNTS FOR PAYMENT

RESOLVED - that the under mentioned accounts be approved for payment.

Cheque No	Payable to	Details	Amount	VAT	Vat Code
002601	Scottish Power	Lighting Energy – 31 October to 30 November 2011	£513.71	£85.62	659372008
002602	Hayes Dairy Ltd	S c h o o l M i l k – December 2011	£204.12		
002603	HMRC	Income Tax – PR – January 2012	£187.90		
002604	P.Richmond	Salary – January 2012	£545.96		
002605	Flintshire County Council	Street Lighting Maintenance	£386.60		
Total Spend			£1838.29	£85.62	

11/191 INCOME

The Clerk advised that Council had received the following income –

Lloyds Bank TSB	Interest	£1.32
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Flintshire County Council	Final Precept Payment	£16,666.67
Total		£16,667.92

RESOLVED - that the income be received.

11/192 NOTICE BOARDS

The Clerk advised that he awaits the invoice from Flintshire County Council for the work involved in moving the notice board from Sealand Avenue to Ferry Lane.

RESOLVED - that the report be noted.

11/193 CORRESPONDENCE

The Clerk detailed correspondence received since the previous meeting of Council -

- Public Open Spaces Manager, Flintshire County Council – Match Funding Scheme 2012/13 – Improvements to Children’s Play – To note the Council’s submission of £2,500 towards either Kingsley Road or Sealand Manor.
- Chief Planning Services Officer – War Memorials – Are there any war memorials in Sealand including plaques in Churches and Chapels?
- UHY Hacker Young _ External Auditor – Changes to the Accounts and Audit Regulations – Year ending 31st March 2012. Audit to be called on 31st May 2012. Council will have to approve accounts by no later than 30th June 2012 – previously 30th September 2012. The audit will have to be signed off by the External Auditor no later than 30 September 2012 – previously 31st December 2012. The Clerk advised that this is an extremely tight turn round – the Council books will be going to the internal auditor on 16th May 2012. The Annual Return for completion in April should be received in February 2012.
- Eye 2 Eye - Grant Request. Action – advise Eye 2 Eye that the grant request are considered by Council at its May and November meeting – the request will be considered at its May 2012 meeting.

RESOLVED - all to note.

11/194 SEALAND COMMUNITY COUNCIL – SUMMARY ACCOUNTS 2011/12 FINANCIAL YEAR

The Clerk outlined overall expenditure and income for the 2011/12 financial year up to cheque number 002604

2 0 1 1 / 1 2 Financial Year		Actual	Anticipated	Difference
Income	General Admin inc Precept/	£50,100.00	£50,000.00	+£100

	Bank Interest	£14.73	£20.00	-£5.27
	Insurance Claims / Refunds	£0.00	£0.00	-
	VAT Refund	£1,119.96	£2,000.00	-£880.34
	Milk Claims	£244.50	£750.00	-£505.50
	Total	£51,479.19	£52,770.00	-£1,290.81
		Actual	Anticipated	Difference
Expenditure	Play Areas	£1525.54	£4,026.00	+£2,500.46
	General Administration	£3,895.45	£4,250.00	+£354.55
	Staffing Costs	£6,114.00	£7,337.00	+£1,223.00
	S137 Grants	£3,375.00	£3,500.00	+£125.00
	Lighting	£23,232.35	£26,500.00	+£3,267.65
	Milk	£2,591.98	£4,200.00	+£1,608.02
	Insurances	£5,019.77	£4,500.00	-£519.77
	Total	£45,754.09	£55,563.00	+£9,808.91
C u r r e n t Summary	Balance as at 31 March 2011	£43,474.10		
	Total Expenditure	£45,754.09		
	Total Income	£51,479.19		
	Balance	+£5,725.10		
	Overall balance as at 16th January 2012 including cheques authorised for payment.	£49,199.20		
	VAT Costs for 2011/12	£979.91		

End of Year Prediction	Balance as at 31 March 2011	£43,474.10
	Total Anticipated Expenditure	£55,563.00
	Total Anticipated Income	£52,770.00
	Anticipated Balance for the year	-£2,793.00
	Anticipated Overall Balance as at 31 March 2012	£40,681.10

11/195

BT PROPOSALS TO REMOVE PUBLIC PAYPHONES

The Clerk reminded Council that at the previous meeting he advised that BT has informed him that Mark Harris' email (FCC) has been accepted by the BT planning team as the removal of the veto, which was preventing the removal of this box. The matter has been referred to the BT commercial team to see if they will be able to finance the removal of this box in the forthcoming months.

RESOLVED - that the Clerk's report be noted

**11/196 FLOOD AWARENESS WALES – HELPING COMMUNITIES
PLAN AND BETTER PREPARED FOR FLOODING**

The Clerk advised that he is still awaiting her initial work on the Sealand Community Flood Plan

RESOLVED - that the report be noted.

11/197 MILK CLAIMS

The Clerk advised that he had recently submitted the Council's milk claim for the Autumn Term 2011 to Flintshire County Council. The County Council administer the claim to the Intervention Board.

Month	Days	Pupils	Cartons	Cost
September	20	90	1800	£340.20
October	15	90	1350	£255.15
November	21	90	1890	£357.21
December	12	90	1080	£204.12

Total 68

Term dates. 5th September to 16th December 2011.

The Clerk also advised that he had reminded the County Council that Council still awaits payment of both the claims for the Spring and Summer Term 2011.

RESOLVED - that the report be noted.

11/198 MATTERS RAISED BY MEMBERS OF COUNCIL

- Pochins have cut their hedges at Farm Road
- Impending elections
- Drug Problems

11/199 MATTERS RAISED BY MEMBERS OF PUBLIC

No matters were raised.

11/200 DATE OF NEXT MEETING - MONDAY 20th FEBRUARY 2012.

**11/201 REQUEST FOR PUBLIC TO BE TEMPORARILY
EXCLUDED FROM THE MEETING**

RESOLVED:- that in view of the special nature of the business to be transacted, it is advisable in the public interest that the public is excluded.

11/202 DECLARATION OF MEMBERS INTEREST

Sealand Manor Community Group – Councillors Mrs M Southall and Mrs S Webber.

**11/203 STANDING ORDERS- FINANCIAL REGULATIONS –
INTERNAL FINANCIAL CONTROLS – ANNUAL
INVESTMENT STRATEGY – RISK ASSESSMENT
PROCESSES – FREEDOM OF INFORMATION ACCESS
ARRANGEMENTS AND ASSET REGISTER.**

The Clerk reminded Council that it reviews the above at each Annual Finance Meeting.

These documents have previously been circulated to members of Council.

A master set is available at the meeting for scrutiny.

RESOLVED – that

a) the report be noted.

b) consideration of the Clerk's Risk Assessment Reports be accepted as the formal risk assessment for 2012 and that this is again be undertaken in January 2013.

c) in relation to the key risks, these be 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 Report items 1a) to 1d) and 3a) to 3l) of the report be accepted as having taken all the appropriate steps to minimise risks in conjunction with the documented Internal Financial Controls, which are also subject to a report to this meeting of Council.

e) JDH Business Services Ltd be reappointed as the Council's internal auditor.

f) it be noted that no changes are required to Standing Orders - Financial Regulations – Internal Financial Controls – Annual Investment Strategy – Risk Assessment processes – Freedom of Information Access Arrangements .

g) the Council's Asset Register be approved and that it be noted that the Council's fixed assets are currently valued at £234,971.

Chairs of Office	£3,745.00
Notice Boards	£5,000.00
Office Equipment	£419.00
Public Seats	£6,146.00
Wayside Lights	£216,850.00
Digital Recorder Camera	£2,811.00

h) Council should review the following at the Annual Finance Meeting to be held in January 2013 -
Standing Orders - Financial Regulations – Internal Financial Controls – Annual Investment Strategy – Risk Assessment processes – Freedom of Information Access Arrangements.

11/204 FINANCIAL REPORT – 2011/12 AND 2012/13 **FINANCIAL YEARS**

The Clerk advised:-

a) that a precept is an order to the charging authority – Flintshire County Council to pay a requested sum to the precept authority – Sealand Community Council and that that the schedule of payment from Flintshire County Council will be 3 equal instalments – on the last working days of April, August and December.

- b) that the calculation of the Free Resource Base is on the local population taken from the current electoral role of 2114 and £6.15 per head produces an upper limit of £13,001.10.
- c) on details of anticipated income and expenditure for the 2011/12 and 2012/13 financial years.
- d) that his salary for 2011/12 is £5637 – point 24 on the NJC scale. Payment is net with the Council deducting income tax at 40% and making payment to the Inland Revenue.
- f) the allowance is paid to the Clerk for the use of his private telephone, computer, printer and a contribution towards the cost of maintaining his residence in which a room is dedicated as an office. The payment for 2011/12 is £ 1700.00. Details of the payment are submitted on an annual basis to the Inland Revenue.
- g) that expenses incurred in carrying out his duties are also reimbursed. The expenditure being incurred on behalf of the Council as part of its administration and running cost, i.e., stamps, payphone for daytime calls, and travelling expenses. NJC rate for Casual Users being paid for car mileage within Sealand and as required mileage to venues outside Sealand.
- h) the estimated income for the current 2011/12 financial year is £51,970 and estimated expenditure is £54,079. The opening balance at 1 April 2011 was £43,474. The estimated opening balance at 1 April 2012 is estimated at approx. £41,365.

The Clerk also reminded Council that it had agreed to review the Council's contract of employment at each Annual Finance Meeting. The Council approved and signed the Clerks contract of employment with the Council in 2009. The Contract placed the Clerk on NALC scale point 23 with annual increases to point 25

RESOLVED:-that –

- a) the report be noted.
- b) no changes be made to the Clerks Contract of Employment.
- c) it be noted that the Clerk's progress to Point 25 from Point 24 on the NJC Scale be deferred by mutual consent and to be reviewed at the Annual Finance Meeting to be held in January 2013.

11/205 ALLOWANCES AND SALARY

The Clerk reminded Council that the Internal Auditor had advised in July 2008 that Inland Revenue rules that payments to the Chair are subject to NI & Income Tax unless claimed as expenses and the Chairman should secure vouchers/supporting receipts for all expenditure and submit to Council. Any excess over the amount of

total actual expenses could be potentially deemed taxable by HMRC unless repaid to the Council.

RESOLVED:- that the following be agreed for 2012/13 :-

	£
• Chair's Allowance	800
• Clerk's Salary	5,637
• Clerk's Allowance	1,800
Total	£8237

11/206 PAYMENT OF GRANTS – FREE RESOURCE ACCOUNT

RESOLVED:- that –

a) grant payments for the 2011/12 financial year be restricted to a maximum of £150.00 apart from Sealand Primary School who should receive £1000.00 and the Sealand Manor Community Group who should receive £1200 towards the upkeep and maintenance of the Community Centre..

b) Free Resources Fund should be £4000.00.

c) for the 2012/13 financial year grants will be considered for payment at the May 2012, November 2012 and February 2013 meetings of Council.

11/207 SCHOOL MILK

RESOLVED:-that the Council should continue to provide milk to the pupils of Sealand Primary School ages 7+ to 10+ - gross anticipated cost £3,750.00.

11/208 PLAYLEADER SCHEME 2012 AND PLAY AREA IMPROVEMENTS

RESOLVED:- that the Council –

a) should support both proposed Play Schemes – overall estimated cost £1,570.00

b) should advise the Head of Leisure Services of its decision.

c) should allocate £2,500 towards the proposed refurbishment work at the Kingsley Road Play Area and £2,500 towards the proposed refurbishment work at the Sealand Manor Play Area. **Total - £5000**

11/209 STREET LIGHTING AND CCTV

RESOLVED:-that the following be allocated:-

	£
Energy	6,500
Repairs and Maintenance	6,000
New / Replacement Columns	10,000
CCTV	4,000
Total	£27,500

11/210 OTHER AREAS OF EXPENDITURE

RESOLVED:- that the following funds be allocated:-

	£
Printing Costs	200
Repairs Seats / Notice Boards	250
Election Costs	3,000
Insurances	5,100
Stationery	200
Annual Subscriptions	420
Audit Fees	600
Conferences	600
Postage / Mileage/Telephone	1,600
Total	£ 11,970

11/189 PRECEPT 2012/13

The Clerk advised that the Council had agreed to an indicated expenditure of £62,027. Estimated income excluding precept is £2,770. Estimated opening balance at 1 April 2012 is £41,365.

To achieve an estimated balance at 1 April 2013 of £35,000 (approx) a precept of £53,000 is required.

The Clerk advised that the County Council require a completion of a precept mandate form to be signed by the Chairman and Clerk. The Clerk outlined the form -

Current years precept – 2011/12 - £50,000
Current Tax Base of equivalent Band D properties is £1,104.42
The current Band D charge is £45.27

The precept for 2012/13 - £53,000
Tax Base for 2011/12 of equivalent Band D properties is £1,118.48
The band D charge for 2012/13 is £47.39
The increase in the Band D charge amount is £2.12
The percentage increase in the 2012/13 band D charge compared to the 2011/12 band D charge is 4.68%

RESOLVED:- that –

- a) the precept for 2012/13 be set at £53,000.00 and for Flintshire County Council to be advised accordingly and for the Clerk and Chairman to sign the required precept mandate.
- b) the Clerk be thanked for his excellent and informative financial report.

The meeting opened at 6.30 pm and closed at 9.00 pm.

Signed Monday 20th February 2012

Chair – Councillor Mrs. S. Webber - Sealand Community Council) PR