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SEALAND COMMUNITY COUNCIL

**MINUTES OF THE MEETING OF COUNCIL HELD ON 19th MARCH 2012
AT THE SEALAND PRIMARY SCHOOL.**

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

Peter Richmond - the Clerk and Financial Officer.

Two members of the public were in attendance.

11/237 APOLOGIES FOR NON-ATTENDANCE

Apologies were received and accepted from – Councillor Miss.H. Jones and
N. Jones.

11/238 CODE OF CONDUCT DECLARATION

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

11/239 MATTERS RAISED BY THE PUBLIC

No matters were raised.

11/240 CHAIR'S ACTION SINCE 20th FEBRUARY 2012

The Chair advised that she recently attended on 16th March 2012 an older person's
forum at Chester.

**11/241 MINUTES OF THE MEETING OF COUNCIL HELD ON 20th
FEBRUARY 2012**

RESOLVED - that the minutes of the Meeting of Council held on 20th February 2012
be confirmed as a true and correct record.

11/242 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 Chair advised that the Chain of Office is still with W.H. Darby Ltd.

RESOLVED - that the report be noted.

11/243 POLICE ISSUES

The Clerk advised that following the January 2012 meeting as resolved he had sent a letter 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. The letter has been acknowledged however no further communication has been received.

RESOLVED – that the report be noted.

Police Surgeries – Sealand

RESOLVED - that the matter be deferred.

a) **Problem with youths – mainly from outside Sealand: 7pm to 10pm: various locations: Garden City.**

It was reported that PCSO Gareth Price 2944 will attend on a regular basis both the Youth Club at Garden City and the Kids Klub at Sealand Manor.

RESOLVED - that the report be noted.

c) **Matters raised previously by members of Council**

The Clerk advised that PCSO Gareth Price 2944 had responded to the Council's most recent email -

- Motorised scooter:
Police will patrol – Police require information on the drivers of the scooters.
- Fly tipping:
Police will request that the area be cleaned up.
- Drugs:
Police require more information in regards to who and where.
- Kids on scooters:
PCSO 2944 stopped a few youths last week in regards to this, this will be kept

under review.

- Parking congestion outside Sealand Primary School:
Police will provide extra patrols and speak with parents.

RESOLVED - that the report be noted.

d) Sealand Primary School

The Headteacher advised that she had raised issues with her children about the problems associated with mixing with older children – playing in the street and drugs. The Headteacher stressed the importance in children seeing a Police presence at the school

RESOLVED - that the report be noted.

e) Additional CCTV – Sealand Manor

RESOLVED - that PCSO Gareth Price 2944 be advised that the Council has allocated funds for an additional CCTV to be located at The Greens at Sealand Manor and that Council asks that it be provided with details of costs for its consideration.

11/244 FLINTSHIRE COUNTY COUNCIL MATTERS

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

The County Councillor 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 may be undertaken.

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

b) Old Marsh Farm Road – Street Name Signs

The County Councillor reminded Council that she has previously 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

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 that the projects are on the County Council priority list – Riverside Park is programmed for April 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 County Councillor 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) 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.

Note – After the meeting the Clerk visited the site and found that a new footpath sign has been installed.

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 additional signage has been provided by Sustrans on the cycleway (both sides of Foxes Lane) to warn cyclists of the traffic on Foxes Lane.

RESOLVED - that the report be noted.

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

It was reported that Councillor Norman Jones has met representatives from Pochins on site to discuss possible routes for the replacement public right at this location. It is understood that three routes were discussed which are now being considered by

Pochins.

RESOLVED - that the report be noted.

h) Green Lane Estate – Need Dog Bin.

The County Councillor advised that the new dog bin is on order.

RESOLVED - that the report be noted.

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

It was reported that the fencing has been repaired but repaired to a very poor standard. The County Councillor advised that she will investigate.

RESOLVED - that the report be noted.

j) Walkabout by the County Councillor

The County Councillor advised that she will be undertaking every two months 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.

l) Kingsley Road Play Area - Need for a replacement Dog Bin

The County Councillor advised that the replacement dog bin is on order.

RESOLVED - that the report be noted.

11/245 LIGHTING MATTERS

a) Street Lighting Report

The Clerk reported that his most recent lighting inspection of the Council's 149 lights took place on 12th March 2012 all lights were working.

RESOLVED – that the report be noted.

b) Proposed Lighting Projects – 2012/13

The Clerk reminded Council that at the recent Annual Finance Meeting it allocated the following for the 2012/13 Financial Year –

Energy	£6,500
Repairs and Maintenance	£6,000
New / Replacement Columns	£10,000

At the February 2012 meeting of Council it was resolved that in principle Council will undertake the following lighting improvements in the 2012/13 financial year -

North Green – Additional Col - £2,500

Bridge View – Cols x 5 £8,200

Kingsley Road – Cols x 2 £3,290

and that the County Council's Street Lighting Manager be asked to verify the above costs. The County Council's Street Lighting Manager has confirmed that the above prices still apply.

RESOLVED - that

- i) the Clerk's report be noted.
- ii) Council approves the quotations for -

North Green – Additional Col - £2,500

Bridge View – Cols x 5 £8,200

- iii) the County Council's Street Lighting Manager be asked to proceed with the authorised work.
- iv) a decision regarding the lighting project for Kingsley Road be deferred until later in the 2012/13 financial year.

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. The Clerk advised that the Council would not be provided with details of charges until it actual submitted a formal contract to proceed. The Clerk considered this to be unwise especially as the situation is being reviewed by the County Council as part of their review of Town and Community Council Street Lighting Arrangements

The Clerk advised that he had responded to the Head of Streetscene to the County Council's review of Street Lighting as outlined at the February 2012 meeting of Council. A reply is still awaited.

RESOLVED - that the Clerk's report be noted.

d) Unmetered Supplies and Unmetered Supply Certificate

The Clerk advised that he has been informed by SP Energy Networks that Council receives an unmetered supply of electricity for your unmetered apparatus through connections with their distribution system.

They have been advised of a recent change to the Inventory Items held, and have updated their records accordingly. We therefore enclosed an amended Unmetered Supplies Certificate. This contains details of Council's Supply Numbers (MPANs) and the current Estimated Annual Consumption (EAC) relating to the street lighting currently connected to their Distribution Network. They have also notified Council's appointed Supplier and their appointed Data Collector of the revised Estimated Annual Consumption in order that they can reflect this in their on-going charges.

If this development is later adopted by a third party (e.g. Local Authority, other UMS Trader) it is in your interest to advise me of such details. A standard Adoption Notification Form is enclosed to assist you with this process. This form must be completed in full and returned accompanied by proof of adoption from the adopting party (i.e. copy of Council's adoption certificate, letter of authorisation, etc.). This must be received before the supplies can be removed from your inventory. This will ensure that your organisation will not incur further energy charges for such sites.

The Clerk outlined the updated –

- Certificate of Unmetered Supply
- Inventory Breakdown

RESOLVED – that the report be noted.

11/246 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 and that a section of one of the sidewall appears to have been damaged by a heavy implement.

RESOLVED - that the County Councillor should action the reports and arrange a site meeting.

11/247 SECTION 137 – LOCAL GOVERNMENT ACT 1971
PAYMENT OF GRANTS

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

The Clerk advised that the Government has confirmed that 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 of 2114 and £6.50 per head produces an upper limit of £13,741.00.

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

The Clerk reminded Council that at the recent Annual Finance Meeting it resolved that grant payments for the 2012/13 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. Grants will be considered for payment at the May 2012, November 2012 and February 2013 meetings of Council.

Allocation for the 2012/13 financial year is £4,000.00

RESOLVED - that the report be noted.

11/248 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 20th February 2012.

- 049203 - Erection of hoarding and signage boards
LOCATION: RAF Sealand South Camp, Welsh Road, Sealand, Deeside, CH5 2RD

- 049475 - Erections of a single storey porch extension
LOCATION: 11 Deeside Crescent, Sealand, Chester, CH1 6BY
- 049467 – Erection of single storey garage and porch extensions at 12 Deeside Crescent, Sealand. CH1 6BY
- 049531 - Outline - Erection of 2no. town houses, construction of means of access and associated works (revised scheme to that withdrawn under ref:

RESOLVED - that the

- a) 049203, 049475 and 049467 be supported.
- b) that the Council should subject its objections regarding Planning Application 049531 on the grounds that –
 - the proposed development would be extremely harmful for adjacent residents due to its extreme closeness to existing properties.
 - the proposal will create a general nuisance for residents which would have a negative impact on their lives.
 - the proposal will create additional noise levels which would not be acceptable.
 - the proposal will be harmful to the current townscape of Garden City.
 - the proposal is situated very close to the River Dee with the site being within the River Dee flood plain.
 - the access / egress onto Welsh Road is situated on the rise to the bridge across the River Dee which accentuates the traffic hazards which has restricted views. The situation is more problematic due to the nearness of Sealand Primary School.

11/249 NOTIFICATION OF PLANNING PERMISSIONS

The Clerk advised that the Head of Planning had submitted details of planning decisions since 20th February 2012 meeting of Council.

The following planning application had been approved:

- 049427 – Erection of single story front and rear extensions and loft conversion at 3 Old Farm Cottages, Deeside Lane, Sealand. CH1 6BB.

11/253 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.

The door to the payphone has been removed.

RESOLVED - that the Clerk's report be noted

**11/254 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.

11/255 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 Clerk also advised that he had reminded the County Council that Council still awaits payment of both the claims for the Spring and Summer Terms 2011.

RESOLVED - that the report be noted.

**11/256 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 002619

The Clerk outlined that he will have finalised the overall finalised expenditure and income for the 2011/12 financial year for the April 2012 meeting

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Financial Year

		Actual	Anticipated	Difference
Income	General Admin inc Precept/	£50,100.00	£50,000.00	+£100

	Bank Interest	£18.05	£20.00	-£1.95
	Insurance Claims / Refunds	£0.00	£0.00	-
	VAT Refund	£1,119.96	£2,000.00	-£880.04
	Milk Claims	£244.50	£750.00	-£505.50
	Total	£51,482.51	£52,770.00	-£1,287.499.31
		Actual	Anticipated	Difference
Expenditure	Play Areas	£1525.54	£4,026.00	+£2,500.46
	General Administration inc Doggy Signs	£4,734.63	£4,250.00	-£486.63
	Staffing Costs	£7,336.80	£7,337.00	+£0.20
	S137 Grants	£3,375.00	£3,500.00	+£125.00
	Lighting	£25,789.23	£26,500.00	+£710.77
	Milk	£3,204.34	£4,200.00	+£995.66
	Insurances	£5,019.77	£4,500.00	-£519.77
	Total	£50,985.31	£55,563.00	+£4,577.69
C u r r e n t Summary	Balance as at 31 March 2011	£43,474.10		
	Total Expenditure	£50,985.31		
	Total Income	£51,482.51		
	Balance	+£497.20		
	Overall balance as at 19th March 2012 including cheques authorised for payment.	£43,971.30		
	VAT Costs for 2011/12	£1,366.08		

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

RESOLVED - that the report be noted.

11/257 CORRESPONDENCE

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

- Airbus Horizons – Community Review
- Electoral Registration Officer, Flintshire County Council – Notice of Election for Council’s Notice Board.
- Returning Officer, Flintshire County Council – Importance of Submitting Nomination papers that have been completed correctly.
- Public Open Spaces Manager, Flintshire County Council Match Funding 2012/13 – Children’s Play Areas – County Council has allocated £2500 for match funding. County Council would like to know which Sealand play area is to be improved.
- Street Scene Manager, Flintshire County Council – offer to attend a meeting of council to introduce the new Area Supervisor to Council and to outline his role and responsibilities
- Letter of thanks for Council’s Grant from Friends of Sealand School.

Action – Advise Public Open Spaces Manager, Flintshire County Council that the play area to be improved is the Kingsley Road Play Area at Garden City.

Action – invite Street Scene Manager to the next meeting of Council to be held on Monday 16th April 2012 – at 6pm

RESOLVED - that the report be noted.

11/258 SEALAND COMMUNITY COUNCIL – SUMMARY ACCOUNTS 2012/13 FINANCIAL YEAR

The Clerk detailed the Council’s summary of income and expenditure as reported to and agreed at the January 2012 Annual Finance Meeting

Income

Details	Amount
General Admin inc Precept	£53,000.00
Bank Interest	£20.00
Insurance Claims / Refunds	£0.00
VAT Refund	£1,200.00
Milk Claims	£750.00
Total	£54,770.00

Expenditure

Details	Amount
Play Areas	£6,570.00
General Administration	£4,420.00
Staffing Costs	£7,437.00
S137 Grants	£4,000.00
Lighting	£23,500.00
Milk	£3,750
CCTV	£4,000.00
Election Costs	£3,000.00
Repairs Notice Boards	£250.00
Insurances	£5,100.00
Total	£62,027.00

RESOLVED - that the report be noted.

11/259 INTERNAL AUDIT – 2011/12 FINANCIAL YEAR

The Clerk advised that he has been informed by the Council's internal auditor – JDH Business Services that the arrangements for the internal audit have been agreed. The Clerk is to deliver all the Council records required for the internal audit to Pontblyddyn Cricket Club on 16th May 2012 (morning) and collect on 23rd May (morning)

The auditor is hiring the secure offices at the cricket club for Council to deliver and collect their records. The Clerk outlined the full list of records required for the internal audit

RESOLVED:- that the report be noted.

11/260 REPORT – ANNUAL FINANCIAL RETURN – 2011/12

The Clerk advised that he has received the Annual Return for the 2011/12 financial year from the External Auditor.

The Clerk detailed the accounts for Council in the Local Council for Wales Annual Return for the year ended 31 March 2011 based upon the previous year's return.

Statement of Accounts

31-Mar-11 £	31-Mar-12 £	
£37,906		Total balances and reserves at the beginning of the year as recorded in the council's financial records.
£48,000		Total amount of precept income received in the year.
£4,024		Total income or receipts as recorded in the cashbook minus the precept
£7,885		Total expenditure or payments made to and on behalf of all council employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and related expenses.
£0.00		Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
£38,571		Total expenditure or payments as recorded in the cashbook minus staff costs and loan/interest expenditure/payments.
£43,474		Total balances and reserves at the end of the year.
£0.00		The value of debts owed to the council at the year end.
£43,474		The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March - must agree with the reconciled cash book balance and not the balance shown on the bank statements..
£0.00		The value of monies owned by the council (except borrowing) at the year end
£43,474		Total balances

£195,089		The recorded current book value at 31 March of all fixed assets owned by the council and any other long-term assets e.g. loans to third parties.
£0.00		The outstanding capital balance as at 31 March of all loans from third parties.
N/A		Trust Fund Disclosure

The Accounts and Audit Regulations were amended in 2010. Process to follow is –

1. Draft the Annual Return sections 1 and 2
2. Pass the Return to the internal auditor – (16th May 2012)
3. The Responsible Financial Officer signs Page 1, where indicated when it is returned from the internal auditor.
4. The Council approves the Return in draft and the Chair signs Page 1 – where indicated (June 2012 meeting of Council)
5. Send a copy of the Return to UHY Hacker Young with bank reconciliation and variance analysis.
6. UHY Hacker Young will send a letter at the end of the audit with details of their comments on the Return – if any.
7. Part 3 of the Return is signed by the Responsible Financial Officer.
8. The Council considers UHY’s letter and approves the Return.
9. Part 3 of the Return is signed by the Chair

The original of the Return is sent to UHY for signature and closure of the audit.

RESOLVED: - that the report be noted.

Notice of Appointment of Date for the Exercise of Electors’ Rights, Annual Return for the Year Ended 31 March 2011

The Clerk advised that each year the Council’s annual return is audited and any person interested has the opportunity to inspect and make copies of the annual return and all books, deeds, contracts, bills, vouchers and receipts relating to them.

The Clerk outlined the public notice and details of the public inspection arrangements. Inspection runs 30th April 2012 and ends on 30th May 2012.

RESOLVED:- that the report be noted.

11/261 HM REVENUE AND CUSTOMS

EMPLOYER ANNUAL RETURN – 2011/12 FINANCIAL YEAR

The Clerk advised that he has completed the Council's on line return required by HM Revenue and Customs for the 2011/121 financial year in respect of himself as the sole Council employee. Forms P14, P35 and P60 required for the Clerk have been completed and the Clerk has received an email from gateway.confirmation@gateway.gov.uk confirming that the submission for reference 914/S3285 was successfully received on 23rd February 2012. The Clerk also has completed and submitted a hard copy of Form 9d for himself regarding his allowance payment.

RESOLVED: - that the report be noted

11/262 MATTERS RAISED BY MEMBERS OF COUNCIL

- Overgrown Hedge at 80 Farm Road (County Councillor to action)
- Impending elections
- Concern about speeding traffic along Kingsley Road – children running out of the alleyways (To be referred to the Police)
- Foxes Lane – cars parked in the road near to Car Sales (To be referred to the Police)
- Mr. Fishwick on Manor Road – car parked way from footway and blocking the passage of traffic
- Easter Party at the Sealand Manor Community Centre – 4th April 2012 – 1pm to 4pm

11/263 MATTERS RAISED BY MEMBERS OF PUBLIC

- Bingo Night at the school – 29th March 2012 – 6.30pm
- Will additional lighting be provided along Ferry Lane

11/264 DATE OF NEXT MEETING - MONDAY 16th APRIL 2012.

The meeting opened at 6.30 pm and closed at 8.15pm.

Signed Monday 16th April 2012

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