

SEALAND COMMUNITY COUNCIL

MINUTES OF THE MEETING OF THE COUNCIL HELD ON 19th JUNE 2017

PRESENT: Councillors: Alex Lewis (Chairman), Mrs. Barbara Hinds, Mrs Chris Jones (County Councillor and Vice Chairman), Mrs. Joan Keith, Mrs Mary Southall, Mike Walker, Mrs Shelley Webber, and David Wisinger.

Peter Richmond - Clerk and Financial Officer.
Wayne Jones - Street Scene – Flintshire County Council
Also in attendance – 4 members of the public.

Members of Council, the Clerk and members of the public referred to the recent death of John Griffiths who had been a member of Sealand Community Council from 1979 to 2017 as well as being a District Councillor with the Alyn and Deeside District Council and more recently a County Councillor with Flintshire County Council.

Members of Council paid their respects referring to John’s involvement across the community.

A minute’s silence was observed.

17/34 APOLOGIES FOR NON-ATTENDANCE

Apologies were received from Councillor Norman Jones and Miss. Sarah Wilson

RESOLVED – that the apologies be received and accepted

17/35 CODE OF CONDUCT DECLARATION

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

17/36 REGISTRATION OF MEMBERS’ INTEREST

The Clerk advised that all members apart from Councillor Norman Jones have completed the required Registration of Members Interest - the new information has been added to the Council’s web site.

The Clerk reminded members of Council that should there be change to their registered information that they should advise the Clerk so that the core information can be updated.

RESOLVED – that the report be noted.

17/37 MATTERS RAISED BY THE PUBLIC

No matters were raised.

17/38 CHAIR'S REPORT AND ACTIONS SINCE 15th MAY 2017

The Chairman advised that he recently attended a meeting of the Integrated Transport Panel.

The Chairman advised that at the next meeting he will outline his proposals regarding the Chairman's Fund for 2017/18

RESOLVED – that report be noted.

17/39 REQUEST FOR PUBLIC TO BE TEMPORARILY EXCLUDED FROM THE MEETING

RESOLVED: - that in view of the special nature of the business to be transacted in Minute 17/40 it is advisable in the public interest that the public be temporarily excluded.

17/40 COUNCIL VACANCIES

The Clerk reminded Council that at the meeting held on 15th May 2017 he advised that the Council should consider the filling of its three Councillor Vacancies by co-option. The Council has to fill the three vacancies by co-option within 35 days (working days not including Saturdays – Sundays or Bank Holidays) calculated from the election day of 4th May 2017 i.e. by 20th June 2017. Council resolved that the required Notice of Option seeking expressions of interest be advertised on the Council's web site and notice board with a closing date of Wednesday 16th June 2017 and that Council would consider expressions of interest at its next meeting on Monday 19th June 2017.

Expressions of interest have been received from Mrs. Gwyneth Bullock, Jean Fairbrother, Dr. Mikael Khan and Mrs. R. Whittaker. The expressions of interest were read out by the Clerk.

The Clerk circulated the required voting slips and advised that each member of council had three votes to cast to be undertaken by secret ballot. The Clerk will add up the votes and they will be checked by the Chairman.

RESOLVED – that –

- i) Jean Fairbrother, Dr. Mikael Khan and Mrs. R. Whittaker be co-opted onto the Council to fill the three vacancies.
- ii) the Clerk should arrange for the above to complete the required Declaration of Acceptance of Office and the Registration of Members Interest.

Note – Jean Fairbrother and Mrs. R. Whittaker completed the required Declaration of Acceptance of Office and the Registration of Members Interest at the end of the June meeting of Council. The Clerk will contact Dr. Mikael Khan to arrange to collect his.

17/41 **MINUTES OF THE FIRST ANNUAL GENERAL MEETING OF THE
OF COUNCIL HELD ON 15th MAY 2017**

RESOLVED - that the minutes of the meeting of Council held on 15th May 2017 be confirmed as a true and correct record subject to the inclusion of Councillor Mrs. B. Hinds in PRESENT.

17/42 **POLICE ISSUES**

Council met with District Inspector Andrew Griffiths prior to the meeting at 6pm.

The District Inspector advised on North Wales Police's current strategy concerning policing across all levels of the community as set by his Police Commissioner. There is a drug problem across the area and this a top priority. The Police has very strong links with the Health Authority.

The District Inspector is keen to attend future meetings of Council.

1. Need someone to monitor school crossing patrol – previously police advised that a motor vehicle passing through any red light is committing an offence, if members of the public manage to catch this on video this can automatically be uploaded to the North Wales Police website and will be dealt with dependant on the quality of the footage provided. The link is –<https://www.north-wales.police.uk/contact/minor-incident-reporting/roads-policing-intel>.

The County Councillor advised that a school crossing patrol person will shortly be starting her duties.

District Inspector advised this will be kept under review.

2. ASB on riverbank cycle path by Blue Bridge – Wayne Jones had previously advised that the Council seat is going to be temporally removed and hopefully will be reinstalled at the same location. The seat is still in place.
3. Community Speed Watch – Councillor Mike Walker is arranging for the police's lead officer to attend a meeting of council to outline details of the Community Speed Watch Programme.
4. Concerns were raised about the amount of speeding traffic along Seahill Road in particular in the vicinity of the former railway bridge.

District Inspector advised that he will arrange for speed checks to be undertaken.

5. Cars doing U-turns – traffic lights Sealand Road/ Seahill Road – various times of the day.

District Inspector advised that this will be kept under review.

6. Detailed discussion took place regarding the Police's response should "Travellers" park up in Sealand.
7. Green Lane East – concern about through traffic and speeding traffic - Need for improved signage.

District Inspector advised that he will contact the County Council's Public Rights of Way Officer to discuss the matter

8. Members of council expressed their views about the problems in contacting the Police – the District Inspector outlined how the Safer Neighbourhood Team for Sealand works.
9. Members of council asked for an explanation about the Dial 101 facility when criminal damaged to cars is reported. The District Inspector advised that the reports are investigated but it does not mean that the Police will come out to the reported incident.
10. The County Councillor advised that the Clwyd Alyn Housing Association will not close off the alleyways following reports of motorbikes and quad bikes.

The Police need information about the motorbikes and quad bikes so that they can take action.

RESOLVED – that the reports above be noted.

17/43 FLINTSHIRE COUNTY COUNCIL MATTERS

a) Welsh Road Recreation Field – Dogs

The County Councillor advised that the new orders will shortly be approved

RESOLVED - that the report be noted.

b) Water Leaking from Walls – Foxes Lane Underpass

At the previous meeting it was reported that a further site meeting was held with Mark Middleton to find out what's causing water to leak out of the wing walls. A report of the meeting and a progress report has been requested by the Clerk and not received. Wayne Jones advised that he will speak to Mark Middleton.

RESOLVED – that the report be noted.

c) Underpass- Foxes Lane and Green Lane West

Wayne Jones has previously advised that he understands that it is proposed to install new lighting at these two underpasses.

RESOLVED – that the report be noted.

d) Ferry Lane Footbridge – Noise Nuisance

At the previous meeting it was reported that a site meeting was recently held with Mark Middleton to find out the details of the structural problems with the bridge including the excessive noise levels. It was reported that Mark will be arranging for the bridge provider to meet on site and inspect the bridge. A report of the meeting and a progress report has been requested by the Clerk but not received. Wayne Jones advised that he will speak to Mark Middleton.

RESOLVED – that the report be noted.

e) Trees at Rear of 12 St. Bartholomew's Court

The County Councillor advised that none of the reported trees come under the responsibility of Flintshire County Council.

RESOLVED – that the report be noted

f) Car Sales – Sealand Road / St. Bartholomew's Court

The County Councillor advised that the County Council have requested that the external lights be lowered and re angled to reduce the nuisance for local residents.

It was reported that the planning application will not be considered until the complaints regarding the lights have been actioned.

RESOLVED – that the report be noted

g) The Owl Industrial Estate – Manor Road

The County Councillor advised that this site is part of an on-going enforcement investigation.

RESOLVED – that the report be noted

h) Yellow line scheme for Riverside Park and the parking restrictions at the side of the chemist on Welsh Rd.

The County Councillor advised that the request is on the list but is not designated as a priority.

RESOLVED – that the report be noted

i) Fire Place Signs – on Street Light Column – Sealand Road

Wayne Joes advised that he will arrange for its removal.

RESOLVED – that the report be noted

j) Replacement Higher Ferry Sign – Ferry Lane

Wayne Jones advised that the replacement sign will shortly be installed

RESOLVED – that the report be noted

17/44 LIGHTING MATTERS

a) Street Lighting Report

All lights are working apart from lights off at Sandy Lane – 102 and 103.

Old columns 98 at Sealand Avenue and 55 at Manor Road (has CCTV fitted) need to be removed.

Re the above these have been reported to the County Council.

Council now has 108 lights with the adoption of the 13 replacement lights at the end of the 2016/17 financial year. This will further reduce at 31st March 2018 by 9 lights leaving the Council's stock at 99.

The Clerk reminded Councillors again that should they see a light that needs attention to phone / text or email the Clerk straightaway or to contact Wayne Jones rather than leave to the next meeting of Council. This will ensure that lights can get fixed as soon as possible.

RESOLVED – that the report be noted.

b) Lighting Improvements – 2017/18

The Clerk reminded Council that it allocated £18,000 for lighting improvements and adoption for the 2017/18 financial year. Cost per light being £2000. All works are completed apart from that the old columns 98 at Sealand Avenue and 55 at Manor Road (has CCTV fitted) need to be removed.

RESOLVED – that the report be noted.

c) Street Lighting Contract Flintshire County Council April 2017 to March 2020

The Clerk reminded Council that at the May 2017 meeting he advised that the Internal Auditor in his Guidance Note said - The street lighting contract with Flintshire County Council (FCC) expired in 2015/16. Street Lighting expenditure in the year is in excess of the threshold of £3,000 required for 3 written estimates in the Financial Regulations. The Clerk has explained that FCC are maintaining the lights to the required level and then adopting them on a phased basis.

Recommendation from the Internal auditor - The contract with Flintshire County Council should be updated and signed by both parties to the agreement.

Clearly FCC are in practice the only provider that could carry out this service as they then formally adopt the street lights as their own assets. However, the minutes should state this is the case so that standard Financial Regulations with regard to securing three written estimates should not apply.

The Clerk advised that the SLA / contract had been received from Darell Jones Flintshire County Council and had been circulated to members of council with the agenda

From 1st April 2017, the council's lighting stock had reduced to 108 with 109 fittings – the resulting core costs for 2017/18 will be for standard maintenance £22.49 x 109 for 17/18 = £2451.41 = £204.28 per month`- this was £225 in 16/17. For energy, the 2017/18 cost is £3,525.87 = £293.82 down from £301.90 in 16/17. Darell Jones has advised that the base price FCC pay for energy has gone up by 15%. (still a saving for SCC but energy increases are out of FCC control and FCC have only just been informed of these at the beginning of May 2017)

RESOLVED – that the –

- i) report be noted.
- ii) SLA contract with Flintshire County Council for 2017/2020 be approved and signed by the Clerk
- iii) Financial Regulations should be suspended with regard to securing three written estimates that should not apply.

17/45 SECTION 137 – LOCAL GOVERNMENT ACT 1971
PAYMENT OF GRANTS

The Clerk advised that the Government has confirmed that the appropriate sum for the S137 Expenditure Limit for the purpose of Section137 (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 1964 and £7.42 per head produces an upper limit of £14,572.00

Allocation for the 2017/18 financial year for grants is £2,500. Allocated so far is £1,250.

The expenditure on free school milk comes under well-being (Local Government Act 2000, Sections (1-5) - this power is restricted by the S137 limit (£7.42 per elector in any given financial year). The school milk estimated expenditure for 2016/17 is £3,200.

Giving a total estimated expenditure of - £5,700

RESOLVED – that the report be noted.

17/46 GRANT REQUESTS

a) Sealand Rainbows

At the previous meeting council received a grant requested from the new Sealand Rainbows and resolved that a grant payment of £150.00 will be made to the Sealand Rainbows as soon as they have set up a bank account.

RESOLVED – that the report be noted.

b) Sealand Primary School

The Clerk advised that he had received a letter from the Headteacher of Sealand Primary School saying that she is aware that over many years Sealand Community Council has generously supported Sealand School in an annual grant towards travel costs for our pupils attending a range of educational visits. Obviously travel costs are continually rising in the current climate and therefore I am writing, on behalf of the governors, staff and pupils of Sealand School, to request a grant to once again support travel costs in the academic year 2017/18.

We would use the grant to subsidise transport costs as follows:

- Travel cost for our Year 5 residential visit to Min-y-Don, Barmouth
- Travel costs to Flintshire festival of sport – as a school we do not charge children for transport if we have invited them to attend an event.

Subsidising these visits will mean that many of our parents will find it easier to fund the board and lodgings aspect of our residential visits as the cost will not prove prohibitive. We are, as a school, extremely grateful for your continued support.

RESOLVED: -that in accordance with Section 137 of the Local Government Act 1971 that the Council should award a grant of £1,000.00 to the Sealand Primary School is in the best interests of the area and its inhabitants.

Note - The following councillors declared an interest with regard to Minute 17/46 b) – Mrs. Chris Jones, Joan Keith Alex Lewis and David Wisinger.

17/47 PLANNING APPLICATIONS

The Clerk advised that the following planning applications had been received from Flintshire County Council.

Note regarding 056827 - Proposed conversion of 2no. dwellings into 7no flats with parking at Yew Tree Farm, Sealand Road, Sealand, Chester, CH1 6BS – at the May 2017 meeting council advised Flintshire County Council that further information about the planning application is required to enable Council give full consideration. Council has not received a reply.

056951- Proposed installation of 2No internally illuminated signs on the exterior of the

building at Ifor Williams Trailers Limited, Deeside Industrial Park. CH5 2NR

RESOLVED: - that no objections be raised in respect of planning applications 056827 and 056951.

17/48 ACCOUNTS FOR PAYMENT

RESOLVED: - that –

- i) the under mentioned accounts be approved for payment.
- ii) it be noted that the Lloyds Bank charges for the period as previously notified to Council –for the period 10th May to 9th June 2017 - £5 will be deducted on 10th June 2017.
- iii) it be noted that that with regard to payment of cheque number 003068 that the maintenance charge of £204.28 is in line with the FCC Lighting SLA whereas the energy charge isn't – SLA total for the year is £3525.87 so £293.82 per month and the invoice is £295.39. The County Council has requested that their invoice be paid and that the credit of £1.57 will be deducted from the next lighting charges invoice.

Cheque No	Payable to	Details	Amount	VAT	Vat Code	Expenditure Powers
003065	P. Richmond	Salary – June 2017	£669.50			Local Govt Act 1972 (S112)
003066	HM Revenues and Customs Only	Income Tax – PR – June 2017	£262.80			Local Govt Act 1972 (S112)
003067	Sealand Primary School	Grant	£1000.00			Local Govt Act 1971 (S137))
003068	Flintshire County Council	Street Lighting Maintenance and Energy – March 2017	£526.90			Highways Act 1980 (301)
003069	Richie and Sons Dairy Ltd	School Milk – May 2017	£288.80			Local Govt Act 1971 (S137))
Total Spend			£2,748.00	£0.00		

17/49 INCOME

The Clerk advised that Council had received the following income –

Lloyds Bank	Interest	£1.38
Flintshire County Council:	Refund - Milk Claim Autumn 2016	£234.10
	Total	£235.48

RESOLVED - that the report be noted.

17/50 **LAND DRAINAGE ISSUES**

The Clerk advised that he had been informed by email by Neil Parry – Flintshire County Council that the responsibility for maintaining ditches rests with the Riparian owner. So whoever owns the land on which a watercourse or culverted watercourse is situated they are responsible for the maintenance of that asset.

Neil is aware that some watercourses / culverted watercourses do appear to be located in the front gardens of some properties located on Ferry Lane. Neil suggests that in that specific location residents would be responsible for the upkeep of those assets. If further information is required Neil should be advised. The email had been copied to members of council and to Peter Siddorn – Ferry Lane Residents Association.

RESOLVED – that the report be noted.

17/51 **CORRESPONDENCE**

Email from Keith Webster, Principal Consultant, ANCER SPA Ltd, Town Planning & Development - I am a planning consultant working on behalf of Praxis/Crag Hill Estates in preparing planning applications for their proposed developments at the South Camp Airfield, Welsh Road. The site has recently been the subject of marketing and this has been successful resulting in generating many enquiries from prospective developer and occupiers. In the light of this interest Praxis is intending to install the next phase of site infrastructure including an access road, drainage, landscaping and some site clearance.

Before the reserved matters planning application for this phase of works is submitted, Praxis would like to explain the proposals to Sealand Community Council. If this would be acceptable to the Council, is there a scheduled meeting in July of your Council where a short presentation could be made either before or after your regular meeting? If this would be inappropriate is there other possible date when such a presentation could be made?

The Clerk advised that the Chairman had agreed that Keith Webster be invited to the July meeting and meet with members of Council at 5.45pm. Keith will be accompanied with Steve Faber and Mark Jackson from Praxis.

RESOLVED – that the report be noted.

17/52 **COMMUNITY TRANSPORT PROJECT**

It was reported that Jessica Pritchard had advised that she or a work colleague will attend the council meeting on 19th July 2017 at 6.15pm.

RESOLVED – that the report be noted.

17/53 **SEALAND COMMUNITY COUNCIL – SUMMARY OF ACCOUNTS - 2017/18 FINANCIAL YEAR**

The Clerk outlined the expenditure and income for the 2017/18 financial year up to cheque number 003068.

	Actual	Anticipated	Difference
Income			
General Admin Inc. Precept	£19,000.00	£57,000.00	-£38,000.00
Bank Interest	£2.86	£24.00	-£21.14
Insurance Claims / Refunds	£0.00	£0.00	£0.00
VAT Refund	£389.11	£500.00	-£110.89
Milk Claims	£234.10	£500.00	-£265.90
Total	£19,626.07	£58,024.00	-£38,397.93
Expenditure	Actual	Anticipated	Difference
Bank Charges	£10.00	£60.00	£50.00
Chairman's Fund	£0.00	£800.00	£800.00
Staffing Costs	£2,470.44	£9,276.00	£6,805.56
General Admin Costs	£1,398.88	£3,795.00	£2,396.12
Insurances	£893.98	£1,200.00	£306.02
Election Costs	£0.00	£4,500.00	£4500.00
Play Areas	£0.00	£8,100.00	£8,100.00
Highways	£0.00	£700.00	£700.00
Street Lighting	£1,698.02	£23,400.00	£21,701.98
CCTV Maintenance	£660.00	£1,000.00	£340.00
Grants – Section 137	£1,250.00	£2,500.00	£1,250.00
School Milk – Section 137	£466.45	£3,200.00	£2,733.55
Total	£8,847.77	£58,531.00	£49,683.23

Current Summary	Balance as at 31 March 2017	£36,987.43
	Total Expenditure	£8,847.77
	Total Income	£19,626.07
	Balance	£10,778.30
	Overall balance as at 19th June 2017	£47,765.73
VAT Costs for 2017/18 financial year	£173.80	
End of Year Prediction	Balance as at 31 March 2017	£36,987.43
	Total Anticipated Expenditure	£58,531.00
	Total Anticipated Income	£58,024.00
	Anticipated Balance for the year	-£507.00
	Anticipated Overall Balance as at 31st March 2018	£36,480.43

17/54

REPORT – ANNUAL FINANCIAL RETURN – 2016/17

Key Dates for 2017/18

HMRC VAT Claim for 2016/17 for £389.11	1 st April 2017- completed.
HMRC Basic Tools on Line System set up for 2017/18	31 st March 2017 – completed.
Bank Reconciliation for 31 st March 2017	1 st April 2017 – completed.
Internal Audit	13 th April 2017 – collect records on 27 th April 2017 – completed.
Date of council meeting to approve accounting statements and to present annual return to smaller body prior to audit.	10 th April 2017 – completed.
Display notice	From 1 st May to 14 th May 2017 Notices were displayed on web site and notice boards from 10 th April 2017
Make records available	From 15 th May to 12 th June 2017 – completed – now closed.
Date of council meeting to receive internal audit report	15 th May 2017 - completed
Annual return required by external auditor - BDO	13 th June 2017 – sent on 6 th June 2017.
Publication of audited accounts as soon as possible after completion of the audit – or in any event no later than	30 th September 2017

RESOLVED: - that the report be noted.

17/55

DRAFT SOCIAL MEDIA POLICY

The Clerk advised that the Draft Social Media Policy will be on the agenda for the June 2017 Meeting. A copy has already been emailed to members of Council.

RESOLVED – that the Social Media Policy be adopted.

17/56

MATTERS RAISED BY MEMBERS OF COUNCIL

Damaged footway – Sealand Road - Wayne Jones to advise.

Graffiti on Foxes Lane underpass - Wayne Jones to advise.

Crack in the Centre Joint - A548 roundabout, Welsh Road site of former British Legion and at the Foxes Lane underpass - Wayne Jones to advise.

TPO required for two trees at Old Sealand Road – Councillor Mike Walker to confirm location of the said trees.

Perspex required for the notice board at Ferry Lane - Wayne Jones has given this to Peter Siddorn who will install on the notice board.

Remembrance Sunday 2017 Service to be held at St. Bartholomew’s Church.

The Chairman’s advised that he will report on his proposed spending of the 2017/18 Chairman’s Fund at the July meeting of Council.

17/57 MATTERS RAISED BY MEMBERS OF THE PUBLIC

No issues were raised.

17/58 DATE OF COUNCIL’S NEXT MEETING – 17th JULY 2017

RESOLVED – that the meetings of Council for 2017 be held on the following Mondays 17th July, 18th September., 23rd October, 20th November and 11th December 2017.

**17/59 IN ACCORDANCE WITH SEALAND COMMUNITY COUNCIL’S
CODE OF CONDUCT - DECLARATION OF INTEREST**

Council Member	Item	Minute Reference
Councillor Chris Jones	Grant Request Sealand Primary School	17/46b
Councillor Joan Griffiths	Grant Request Sealand Primary School	17/46b
Councillor Alex Lewis	Grant Request Sealand Primary School	17/46b
Councillor David Wisinger	Grant Request Sealand Primary School	17/46b

The meeting opened at 6.30pm and closed at 8 pm

..... Signed 17th July 2017
Chairman of the Council.