

SEALAND COMMUNITY COUNCIL

MINUTES OF THE MEETING OF THE COUNCIL HELD ON 16th APRIL 2018 AT SEALAND PRIMARY SCHOOL.

PRESENT: Councillors: Alex Lewis (Chair), Jean Fairbrother, Chris Jones (County Councillor and Vice Chair), Joan Keith, Mary Southall, Mike Walker, Rhondda Whittaker and David Wisinger.

Peter Richmond: Clerk and Financial Officer.

One member of the public.

Wayne Jones - StreetScene

Prior to the Meeting Shelley Webber Project Manager, Domestic Energy Team at Flintshire County Council provided a presentation advising that the Flintshire County Council have been successful in securing 3.5 million in funding to help the most vulnerable residents of Flintshire. To enable us to identify those most in need, we need your assistance, as Community Councillors we believe you are in the best position to help us determine where these residents are.

17/288 APOLOGIES FOR NON-ATTENDANCE

Apologies were received from Councillors Barbara Hinds, Norman Jones, Mikael Khan, Shelley Webber and Sarah Wilson.

RESOLVED – that the apologies as submitted be received and accepted

17/289 CODE OF CONDUCT DECLARATION OF INTEREST

No Declarations were submitted at the beginning of the meeting.

RESOLVED – that the report be noted.

17/290 BANK MANDATE – ACCOUNT SIGNATORIES - LLOYDS BANK

The Clerk advised that he still awaiting from Lloyds Bank confirmation that Councillors Jean Fairbrother, Mikael Khan, Rhondda Whittaker and Sarah Wilson have been added as a signatory to the account.

RESOLVED – that the report be noted.

17/291 MATTERS RAISED BY THE PUBLIC

No matters were raised.

17/292 **CHAIR'S REPORT AND ACTIONS SINCE 19th MARCH 2018**

The Chair advised that he hadn't attended any meetings since the previous meeting of council.

RESOLVED – that the report be noted.

17/293 **MINUTES OF THE MEETING OF THE OF COUNCIL HELD ON 19th MARCH 2018**

RESOLVED - that the minutes of the meeting of Council held on 19th March 2018 be confirmed as a true and correct record.

17/294 **POLICE ISSUES**

There were no police in attendance.

1. Riverbank cycle path - Shotton to Chester.
Previous police report - Non-covert and covert patrols are being undertaken.
2. Community Speed Watch - Councillor Mike Walker advised that since the previous meeting no further speed checks had been undertaken. It is planned to undertake further checks on Seahill Road and on Welsh Road on the approach to the blue bridge.
3. Cars doing U-turns – traffic lights Sealand Road/ Seahill Road – various times of the day.
Previous police report - It was confirmed that CMB Craig Williams will continue to investigate.
5. Green Lane East – concern about through traffic and speeding traffic - Need for improved signage.

It was reported that the signs have been installed

The Clerk will advise PCSO Christopher Phillips.

RESOLVED – that the report be noted.

17/295 **FLINTSHIRE COUNTY COUNCIL MATTERS**

a) Water Leaking from Walls – Foxes Lane Underpass

Wayne Jones reminded council that further information had come to light as Welsh Water think that there is a possible leak from a mains water pipe within the bridge structure. This

is still being investigated and council will be kept informed.

RESOLVED – that the report be noted.

b) Underpass- Foxes Lane and Green Lane West

Wayne Jones advised that he still understands that it is still proposed to install new lighting at these two underpasses subject to funding being provided by NMWTRA.

RESOLVED – that the report be noted.

c) Ferry Lane Footbridge – Noise Nuisance

The County Councillor advised that Mark Middleton will be resuming responsibility for the bridge.

RESOLVED – that the report be noted.

d) Car Sales – Sealand Road / St. Bartholomew’s Court

Council has been advised that the planning application will not be considered until the complaints regarding the lights have been actioned.

RESOLVED – that the report be noted.

e) The Owl Industrial Estate – Manor Road

The County Councillor Chris Jones advised that she is awaiting a full report from the County Council’s Enforcement Officer.

RESOLVED – that the report be noted.

f) Land opposite St. Bartholomew’s Church

It was previously reported that two large galvanised gates have been installed together with fencing. The owner of the site is required to submit a planning application for the installation of the gates – it was reported that the gates have now been painted green and that a planning application has now been submitted.

RESOLVED –the report be noted.

g) New Signage – Green Lane East

It was confirmed that the new signs have now been installed.

The sign is bilingual and states – “Police Notice – Motor Vehicles Prohibited Police Reform Act 2002 – Vehicles may be seized – Maximum Fine £1000”

RESOLVED – that the report be noted.

h) Old Sealand Road – Moss on the Pavement

Wayne Jones advised that the moss has been sprayed and will shortly be sprayed again.

RESOLVED – that the report be noted.

i) Chimney Emissions – Knauf – Sandycroft

Complaints can be forwarded to Natural Resources Wales’ 24 hour service environmental incident hotline 03000 65 3000. These will be forwarded to me for assessment during working hours.

RESOLVED –the Elizabeth Voice at NRW be asked if she could submit a progress report following her recent site visit to Knauf at Sandycroft

j) Pot Holes – Foxes Lane and Claremont Avenue

Wayne Jones advised that the pot holes have been filled.

It was reported that the pot holes are still there.

RESOLVED – that the matter be referred to Wayne Jones to action.

k) Seahill Road – Need for Traffic Lights to control traffic flow across the former railway bridge

The Clerk referred to his report given at the March 2018 meeting when he advised that the County Council’s traffic team are preparing a scheme for traffic signals on the former railway bridge and commence some early consultation with yourselves and Local Members. The next round of bids are not due until January 2019 and there can be no guarantee that this particular bid will be taken forward as we will only present a bid which has the best chance of success based on the criteria which changes slightly each year.

John Griffiths, local StreetScene Co-Ordinator will keep council updated on progress.

RESOLVED – that the report be noted.

l) Foxes Lane – Parking by the Shops

RESOLVED – that the issue be referred to the county council’s Enforcement Officer

requesting patrols to be carried out on Foxes lane as cars are constantly parking on the double yellow lines.

m) Car Transporters using Deeside Lane

It was reported that car transporters are still going along Deeside Lane.

The County Councillor advised that an enforcement order is about to be issued to the local landowner.

RESOLVED – that the report be noted.

17/296 LIGHTING MATTERS

All lights are working apart from possibly one at Hawthorn View – the Clerk will check after the meeting.

Council has 99 lights this will further reduced at 31st March 2019 by 9 lights leaving the Council's stock at 90. The Clerk has been in contract with the county council to confirm that the 2018/19 charges for energy and maintenance will be based on 99 lights.

At the Annual Finance Meeting in December 2017 council agreed to replace and have adopted by Flintshire County Council an additional 9 lights in the 2018/19 financial year. The lights being along Foxes Lane 60 to 65 (6) and Sealand Avenue 93, 94 and 115 (3). This will reduce the lighting stock to 90 as at 31st March 2019. The Clerk advised that the installation work has started at both Foxes Lane and Sealand Avenue.

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.

**17/297 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 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 2154 and £7.57 per elector produces an upper limit of £16,305.78.

Allocation for the 2018/19 financial year for grants is £2,500. Allocated so far is £18.75

The expenditure on free school milk comes under well-being (Local Government Act 2000, Sections (1-5) - this power is again restricted again by the S137 limit (£7.57 per elector in any given financial year). The school milk estimated expenditure for 2018/19 is £3,500.

Giving a total estimated Section137 (4) (a) of the Local Government Act 1972 expenditure of £6,000 in the 2018/19 financial year.

RESOLVED – that the report be noted.

17/298 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.

17/299 PLANNING APPLICATIONS

The Clerk advised that no planning applications had been received from Flintshire County Council.

058188 - Proposed Warehouse Extensions at Unit 2 Second Avenue, Deeside Industrial Park, Deeside, CH5 2NX

058267 - Erection of a two-storey extension with link to main bungalow and detached garage and erection of 2m high front wall at The Smithy, Sealand Road, Sealand, Deeside, CH5 2LQ

058279 - Erection of fence and gates to the woodlands at land side of Oak Tree Cottage, Sealand Road, Sealand, Chester, CH1 6BS

RESOLVED – that the -

i) report be noted and noted that no objections were raised.

ii) with regard to PA058279 council requests that conditions should be stipulated requesting that samplings be planted at the location to replace the trees that have been cut down and that the hard core beyond the gate should be removed.

17/300 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 – £5 per month.

Cheque No	Payable to	Details	Amount	VAT	Vat Code	Expenditure Powers
003137	Flintshire County Council	Contribution to the Armed Forces Poppies – November 2017	£18.75			Local Govt Act 1971 (S137)
003138	JOLORA	Web Site Maintenance Monthly Retainer April 2018	£160.00			Local Govt Act 1972 (S142)
003139	P. Richmond	Salary etc – April 2018	£663.46			Local Govt Act 1972 (S112)
003140	HM Revenues and Customs Only	Income Tax – PR – April 2018	£262.40			Local Govt Act 1972 (S112)
003141	Richie Hayes and Sons Dairy Ltd	School Milk – March 2018	£206.91			Local Govt Act 1971 (S137)
003142	Flintshire County Council	Street Lighting Maintenance and Energy – February 2018	£566.48			Highways Act 1980 (301)
Total Spend			£1,878.00			

17/301 INCOME

The Clerk advised that Council had received the following income –

Total £0.00

RESOLVED - that the report be noted.

17/302 CORRESPONDENCE

Letter of thanks from St. Bartholomew's Church for the payment from the Chairman's Fund

RESOLVED - that the report be noted.

17/303 COMMUNITY TRANSPORT PROJECT

At an earlier meeting Council resolved that Kate Wilby – Community Transport be advised council understands that consideration is being given as part of the Flintshire Bus Services Review to withdraw the No 8 service that goes to Sealand Manor. The County Councillor has requested details about the number of passengers using the service and the cost in running the service. In the meantime, council requests that consideration, be given for a possible community transport service to be provided for Sealand Manor in line with the pilot scheme at Northop Hall. A reply is still awaited.

The County Councillor advised that the current service will remain until at least October 2018.

Members of council raised their concern that the service at Sealand Manor is hardly used.

RESOLVED – that Kate Wilby – Community Transport be requested to reply to the council's email regarding the proposed withdrawal of the No 8 service that serves to Sealand Manor.

17/304 THE AIRFIELDS DEVELOPMENT

There was no further action or information to report on.

RESOLVED – that the report be noted.

**17/305 PARKING PROBLEMS
PROVISION OF YELLOW LINES – RIVERSIDE PARK**

The County Councillor advised all works have been completed.

RESOLVED – that the report be noted.

**17/306 MATCHED FUNDING SCHEME
IMPROVEMENTS TO CHILDREN'S PLAY AREA 2017/18 AND 2018/19
SEALAND MANOR**

The Clerk advised that the agreed play area works will be completed by late April 2018.

RESOLVED – that the report be noted.

17/307 SEALAND FLOOD WARDENS

At the previous meeting it was agreed that the flood warden arrangements –

Sealand Manor and Manor Road – Councillors Norman Jones and Mary Southall

Bees Lane – Councillors Barbara Hinds and Joan Keith

Ferry Lane – Councillors - Mike Walker and David Wisinger

Garden City – Councillors Jean Fairbrother, Chris Jones, Norman Jones and Alex Lewis.

Members of council reported on the recent seminar held on 23rd March 2018 where Kelly McLauchlan - Flood Awareness Wales Officer outlined the new volunteer guide sent out in September, and to speak to other support agencies involved in flooding. (e.g. Local Authorities, Welsh Water, Fire service, Police, Ambulance, British Red Cross, RNLI).

RESOLVED – that the involvement of the Sealand Community Council with regard to flood awareness be reviewed at the May 2018 meeting of Council.

17/308 SUMMARY OF ACCOUNTS - 2017/18 FINANCIAL YEAR

The Clerk outlined the finalised expenditure and income for the 2017/18 financial year and for the 2018/19 financial year up to cheque number 003142.

2017/18 Financial Year	Actual	Anticipated	Difference
Income			
General Admin Inc. Precept	£57,000.00	£57,000.00	£0.00
Bank Interest	£19.31	£24.00	-£4.69
Contribution – 2018 Play scheme	£911.00	£0.00	+£911.00
VAT Refund	£389.11	£500.00	-£110.89
Milk Claims	£580.06	£500.00	£80.06
Total	£58,899.48	£58,024.00	£875.48
Expenditure	Actual	Anticipated	Difference
Bank Charges	£60.00	£60.00	£0.00
Chairman’s Fund	£800.00	£800.00	£0.00
Staffing Costs	£9,881.76	£9,276.00	-£605.76
General Admin Costs	£5,058.78	£3,795.00	-£1,263.78
Insurances	£893.98	£1,200.00	£306.02
Election Costs	£249.91	£4,500.00	£4,250.09
Play Areas	£9,038.00	£8,100.00	-£938.00
Highways	£0.00	£700.00	£700.00
Street Lighting	£24,433.74	£23,400.00	-£1,033.74
CCTV Maintenance	£660.00	£1,000.00	£340.00
Grants – Section 137	£2,300.00	£2,500.00	£200.00
School Milk – Section 137	£2519.59	£3,200.00	£680.41
Total	£55,895.76	£58,531.00	£2,635.24

Current Summary	Balance as at 31 March 2017 including £25,000 contingency fund.	£36,987.43
	Total expenditure	£55,895.76
	Total income	£58,899.48
	Balance	£1,917.70
	Overall balance as at 31st March 2018	£39,991.15
	VAT Costs for 2017/18 financial year	£307.40
End of Year Prediction	Balance as at 31 st 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

2018 / 19 Financial Year	Actual	Anticipated	Difference
Income			
General Admin Inc. Precept	£0.00	£57,000.00	£0.00
Bank Interest	£0.00	£20.00	£0.00
Insurance Claims / Refunds	£0.00	£0.00	£0.00
VAT Refund	£0.00	£200.00	£0.00
Milk Claims	£0.00	£500.00	£0.00
Total	£0.00	£57,920.00	£0.00
Expenditure	Actual	Anticipated	Difference
Bank Charges	£0.00	£60.00	£60.00
Chairman's Fund	£0.00	£800.00	£880.00
Staffing Costs	£823.48	£9,882.00	£9,058.52
General Admin Costs	£102.38	£3,320.00	£3,217.62
Council Web Site	£160.00	£2,000.00	£1,840.00
Insurances	£0.00	£1,000.00	£1,000.00
Defibrillator – LGA Act 2000(S2)	£0.00	£1,000.00	£1,000.00
Play Schemes and New Equipment	£0.00	£9,400.00	£9,400.00
Highways	£0.00	£0.00	£0.00
Street Lighting	£566.48	£25,400.00	£24,833.52
CCTV Maintenance	£0.00	£200.00	£0.00
Grants – Section 137	£18.75	£2,500.00	£2,481.25
School Milk – Section 137	£206.91	£3,500.00	£3,293.09
Total	£1,878.00	£59,062.00	£57,184.00

Current Summary	Balance as at 31 March 2018 including £25,000 contingency fund.	£39,991.15
	Total expenditure	£1,878.00
	Total income	£0.00
	Balance in year spend	-£1,878.00
	Overall balance as at 16th April 2018	£38,113.15
	VAT Costs for 2018/19 financial year	£0.00
End of Year Prediction	Balance as at 31 st March 2018	£39,991.15
	Total anticipated expenditure	£59,062.00
	Total anticipated income	£57,920.00
	Anticipated balance for the year	-£1,342.00
	Anticipated Overall Balance as at 31st March 2019	£38,649.15

17/309

SEALAND COMMUNITY COUNCIL – SUMMARY ACCOUNTS 2017/18
FINANCIAL YEAR

The Clerk advised that in line with council's Financial Regulations he submits details of the Council's overall bank balances in respect of – as at 30th June, 30th September, 31st December and 31st March each year.

The position as at 31st March 2018 is –

Account - no – 0388217 - £7,862.62

Account - no – 7326098 - £38,229.09

Total - £46,091.71

Less unpaid cheques

003106 - £160.00

003114 - £160.00

003120 - £250.00

003126 - £160.00

003131 - £160.00

003134 - £35.00

003135 - £175.56

003136 - £5,000.00

Total unpaid cheques - £6,100.56

Total bank accounts - £ 46,091.71 less unpaid cheques of £6100.56 leaves a closing balance of £39,991.15.

The Vice Chair authorised the reconciliation calculations as being a correct record.

The Clerk advised that he has contacted JOLORA to request them to present the above 4 cheques for £160.00 for payment. JOLORA have advised that they have moved offices and are looking for the cheques.

The Clerk confirmed that he had submitted to HMRC the Council's VAT claim for the 2017/18 financial year for £307.60.

The Clerk also confirmed that he had completed the Council's HMRC end of year on line processes for 2017/18 and has set up the on-line process for the 2018/19 financial year.

RESOLVED: - that the report be noted.

17/310 **INTERNAL AUDIT AND EXTERNAL AUDIT - 2017/18 FINANCIAL YEAR**

The Clerk advised that the council's internal auditor is in the process of undertaking the internal audit of the council's accounts.

The Clerk outlined the requirement on council for the internal audit and that with the audit form (that was emailed to members of council for information on 28th March 2018) he is required to include various working papers and documentation when presenting for audit. Failure to do so may result in a delay in completing council's internal audit and additional audit costs. The internal audit commenced on 12th April 2018 and will close on 19th April 2018. The Clerk will report on the internal audit at the May meeting of council.

The Clerk also outlined the requirements of the external audit and the additional information that will be required to be provided to the external auditor.

The Clerk will report full details of the external audit at the May 2018 meeting of council.

RESOLVED: - that the report be noted.

17/311 **GDPR PRIVACY NOTICE**

The Clerk outlined the GDPR Privacy Notice that council is required to have as part of its GDPR compliance.

A copy of the GDPR Privacy Notice was emailed to members of council on 3rd April 2018.

A copy as required has been added to the council's web site.

RESOLVED – that the –

- i) report be noted
- ii) Privacy Notice be noted.

17/312 **SCHOOL MILK CLAIM – JANUARY – MARCH 2018**

The Clerk advised that he had submitted the council's milk subsidy claim for the period January to March 2018 (Spring Term 2018) to Flintshire County Council. The county council administer the council's milk subsidy claim to the Intervention Board.

All previous claims have been paid – the previous three being -

£234.10	-	Sept to Dec 2016 (Autumn Term 16)
£170.94	-	Jan to Mar 2017 (Spring Term 2017)
£175.02	-	April to July 2017 (Summer Term 2017)

RESOLVED – that the report be noted

17/313 **ACCESS TO INFORMATION - MEMBERS ALLOWANCES AND EXPENSES**
2017/18

The Clerk advised that a notice advising that – “In the 2017/18 financial year Sealand Community Council made no payments to its members of Council in respect of the remuneration of community and town councils as determined by the Independent Remuneration Panel of Wales” will shortly be added to the Notices section on the web site and the on the council’s notice boards.

A copy has also been sent to the Independent Remuneration Panel for Wales.

RESOLVED – that the report be noted

17/314 **PAYMENT TO MEMBERS OF COMMUNITY COUNCILS**

The Clerk advised on information received from the Independent Remuneration Panel for Wales.

The Clerk reported that Determination 44 which related to Councils in Group A and B making a payment available to each of their members of £150 per year for the costs incurred in respect of telephone usage, information technology, consumable etc. This still required clarification as to when the payment should be made, should it be paid via payroll and if a member does not wish to take this payment do they need to write to the Clerk. The Clerk advise that further information on this will be provided later in the year.

In addition the report pointed out that in relation to payment to members for the 2017/18 financial year then these need to be listed and sent to the Panel and displayed on the council’s web site and Council notice boards – refer to Minute 17/314.

In the past members of council have declined to receive the payment as outlined above.

RESOLVED: That in relation to the 2018/19 financial year, the determinations required concerning payments to Members be as follows:

Determination 44 - Payment of £150 paid to Members – to be paid by Council

Determination 45 - Not applicable as relating to Councils in Group C

Determination 46 - Not applicable as relating to Councils in Group A

Determination 47 - Senior Roles – not to be paid by Council

Determination 48 - Reimbursement of travel when undertaking approved duties – that it again, be payable at the HMRC rate and noting that the new arrangement will also cover travel costs for attending approved duties inside the area of the Council - to be paid by council.

Determination 49 - Reimbursement of Subsistence – to be paid by Council

Determination 50 - Financial Loss Allowance – not to be paid by Council

Determination 51 - Care Allowance for Dependent Children or Adults – not to be paid by

Council

Determination 52 - Civic Allowance to Mayor/Chair – not to be paid by Council

Determination 53 - Civic Allowance to Deputy Mayor/Vice Chair– not to be paid by Council

17/315 MATTERS RAISED BY MEMBERS OF COUNCIL

Agreed to meet with representative of St Bartholomew’s Church at 5.45pm on 21st May 2018 concerning Community Development needed in Sealand

Flooding in field near to Deeside Crescent / Sealand Road.

Improvements taking place to provide 14 parking bays at Orchard Way.

17/316 MATTERS RAISED BY MEMBERS OF THE PUBLIC

No matters were raised.

17/317 DATE OF COUNCIL’S NEXT MEETING – 21st MAY 2018

RESOLVED – that the meetings of Council for 2018 be held on the following dates - 21st May 2018 (AGM), 18th June 2018, 9th July 2018, 17th September 2018, 15th October 2018, 19th November 2018, 10th December 2018 (Annual Finance Meeting), 21st January 2019, 11th February 2019, 18th March 2019, 15th April 2019 and 20th May 2019 (AGM)

17/318 IN ACCORDANCE WITH SEALAND COMMUNITY COUNCIL'S CODE OF CONDUCT - DECLARATION OF INTEREST

Council Member	Item	Minute Reference

The meeting opened at 6.30pm and closed at 8.30 pm

..... Signed 21st May 2018.
Chairman of the Council.