

SEALAND COMMUNITY COUNCIL

MINUTES OF THE ANNUAL GENERAL MEETING OF COUNCIL HELD ON 18th MAY 2015 AT THE SEALAND PRIMARY SCHOOL.

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

Peter Richmond - the Clerk and Financial Officer.

Also in attendance –
Three members of the public.
Wayne Jones - Street Scene Flintshire County Council
CBM Andrea Griffiths 1606

15/1 APOLOGIES FOR NON-ATTENDANCE

Apologies were received and accepted from Councillors Mrs Gwyneth Bullock and John Griffiths.

Apologies were not received from Councillor John Dodd

RESOLVED – that the report be noted,

15/2 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.

15/3 MATTERS RAISED BY THE PUBLIC

No matters were raised.

15/4 CHAIR'S ACTION SINCE 20th APRIL 2015

The Chairman advised that he had approved the following action.

Objections submitted in respect of planning application - 053203 Extension to Caravan Park to provide for 88 touring caravans with associated landscaping and planting at Ferry Lane .

Council has major concerns about this planning application.

- a. The site in question is totally inadequate for this proposed development.
- b. Council is very concerned that the development will lead to a major loss of privacy to existing properties on this site. These properties would also suffer from a risk of visual intrusion.

- c. The access to the proposed site is totally inadequate for an increase in traffic flows onto Ferry Lane. Ferry Lane is well used by cyclists and as this section of Ferry Lane has no street lighting the traffic hazards will increase.
- d. The access from Ferry Lane onto Sealand Road is already hazardous due to its location on a bad bend onto Sealand Road. Any increase in traffic will only make the hazard worse especially with regard to traffic coming from the west towards Chester and trying to turn right into Ferry Lane.
- e. A major concern to Council for this site is that it sits within the River Dee flood plain. For mitigation purposes the whole site would need to be raised by over 2 metres to bring it level with the top of the flood defence at the riverbank at the end of Ferry Lane.
- f. Ferry Lane has no mains sewerage. All properties have septic tanks except Fir Trees Caravan Park which has a macerating system which pumps waste to the mains drain in Western Avenue, Blacon via a small (50mm.) pipe. I understand that this system is working at optimum capacity and has no reserve to cope with the extra waste from 88 extra caravans. At times of very heavy rainfall, this system has been flooded out and unable to cope. Tankers have had to be drafted in to remove excess sewerage to alleviate the problem and prevent pollution of the nearby Sealand Main Drain.

RESOLVED – that the Chairman’s actions be endorsed.

15/5 ELECTION OF CHAIRMAN FOR THE COUNCIL YEAR 2015/16

The retiring Chairman thanked members of Council and the Clerk for their support during his year in office. The retiring Chairman stressed on the importance for Council to work well together for the benefit of the Community of Sealand. The Chairman also expressed the benefits Council has enjoyed with the introduction of its web site and the Clerk / Councillors using email for Council communications.

Members of Council expressed their thanks and appreciation for the work undertaken by the retiring Chairman during the past year.

There was one nomination – Councillor David Wisinger.

RESOLVED: - that Councillor David Wisinger be duly elected Chairman for 2015/16.

15/6 ELECTION OF VICE CHAIRMAN FOR THE COUNCIL YEAR 2015/16

There was one nomination – Councillor Mike Walker.

RESOLVED: - Councillor Mike Walker be duly elected Vice Chair for 2015/16.

15/7 **MINUTES OF THE MEETING OF COUNCIL HELD ON 20th APRIL 2015**

RESOLVED - that the minutes of the Meeting of Council held on 20th April 2015 be confirmed as a true and correct record.

15/8 **COUNCIL'S CHAIN / BADGE OF OFFICE**

The Chain of Office was passed to the new Chairman who said that he will enquire about having the chain engraved locally.

RESOLVED – that the report be noted.

15/9 **POLICE ISSUES**

The Chairman welcomed CBM Andrea Wilson – 1606 to the meeting

1. Complaints about parking on the footway on Farm Road / Sealand Primary School – Police to action.

Andrea advised that she has taken appropriate action concerning vehicles currently parked on the footway outside the school on Farm Road.

Wayne Jones reminded Council that a section of fencing and bollards will shortly be installed along the footway at Farm Road outside the school that will stop vehicles parking on the footway.

2. Travellers on the Cycleway by Seahill Road. The travellers left the site at midnight on 20th April 2015.

The Clerk advised that as agreed at the previous meeting a letter was sent to the Chief Constable – North Wales Police asking for clarification of certain events when the travellers arrived on Friday 17th April 2015 at the cycleway off Seahill Road, Sealand. A reply has not been received. Council to decide on sending a reminder at the next meeting of Council.

RESOLVED – that the reports be noted.

15/10 **CCTV - SEALAND**

The Clerk reminded Council that at the previous meeting it requested PC Martin Price to suggest a location for the Council's new CCTV which is currently stored by Flintshire County Council. Martin has suggested that the CCTV be installed at the junction of Sealand Avenue/Sandy Lane/Brookside - Columns 78 or 96. Wayne Jones advised that he will visit the site to check on the existence of trees and will advise on the more appropriate column 78 or 96 and will then arrange installation.

Wayne Jones advised that the Council's remaining 5 CCTVs are now located on the previously agreed columns.

RESOLVED – that the report be noted.

15/11 FLINTSHIRE COUNTY COUNCIL MATTERS

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

RESOLVED – that the matter be deferred.

b) Litter Bins – Sealand Manor Recreation Field

It was reported that the locations for the litter bins has been agreed and two will be installed.

RESOLVED – that report be noted.

c) Additional Waiting Restrictions – Farm Road and Foxes Lane

The Clerk referred to a previous meeting of Council when he reported on correspondence with the County Council regarding Council's requests for additional waiting restrictions. These relate to Farm Road and Foxes Lane at their junctions with Welsh Road. These sites are now on the appropriate list for consideration. At the February 2015 meeting Council resolved to advise Ian Jones - Senior Engineer (Traffic) that it was reported that on 4th February 2015 a bus could not pass the parked traffic on Foxes Lane and requesting an urgent update regarding Council's request for extended waiting restrictions at Foxes Lane. Ian confirmed that the location is on the County Council's list for consideration.

RESOLVED – that Wayne Jones and the Clerk should again ask that Enforcement Officers to should monitor Foxes Lane regarding the ongoing parking issues and to submit a report to Council.

d) Fly Tipping – Green Lane East

It was reported that tipping is still taking place and that Wayne Jones is actioning.

RESOLVED – that the report be noted.

e) Ferry Lane Foot Bridge – Remedial Repairs / Vibration Noise Levels

The Clerk advised that he had recently observed the noise.

The County Councillor advised on an email sent by Peter Siddorn - Chairman Ferry Lane Residence Association to Martin Bishop at Flintshire County Council. Peter tried to record the noise at the bridge and considers that sophisticated equipment is required to record the actual vibration noise. It would appear that the undamped struts are vibrating more than the damped ones simply by how "wavy" the video becomes when the camera is held against the bars. The wooden blocks certainly seem to reduce the vibration although it isn't gone completely.

The matter is being investigated by David Bishop.

RESOLVED – that the report be noted.

f) Sealand Manor - West Green Ditch

Wayne Jones advised that he will advise Neil Parry that the ditch still needs to be cleaned out.

RESOLVED – that the report be noted.

g) Green Lane East – Clarification of Responsibility to Maintain as a Bridleway

RESOLVED – that Stuart Jones be again asked to advise.

15/12 LIGHTING MATTERS

a) Street Lighting Report

All lights 128 columns / 130 lights were working apart from Columns – lighting reduction from 138/140 took place at 12th May 2015.

- 129 at Cedar Close – the power connection is still being investigated.
- 105 at Sandy Lane – new column still needs to be connected to the mains supply

Note – subsequently reported light off outside 74 Riverside Park.

RESOLVED – that the report be noted.

b) Electrical Inspection of Street Lights

The Clerk reminded Council that he has been informed by Darell Jones that all lights have now been electrically tested and a report outlining work that is required to be undertaken including costs will be issued to Council shortly. All lights are required to be electrically tested every five years.

RESOLVED – that the report be noted.

c) Lighting Improvements – 2015/16

The Clerk reminded Council that at the Annual Finance meeting held on 19th January 2015 Council agreed to proceed in the 2015/16 financial year with Phase 1 - Columns 40 / 41 / 42 / 38 / 54 (Greens) Sealand Manor cost £7,000 plus commuted sum of £4,725 Total £11,725) and Phase 2 to include replacement of 119 and 120 at Dee Road, Garden City.

Five lights have been installed at Sealand Manor – works to transfer the mains supply and the removal of the original columns still needs to be undertaken.

RESOLVED – that the report be noted.

d) Change of Street Lighting at High Grove Estate

The Clerk reminded Council that the lighting works have been completed and that Council Columns 31 and 32 will shortly be removed following adoption of the highways and lights at this location. That will leave Columns 33 and 34 both located on the unadopted link to Station Cottages.

Following the February 2015 meeting the Clerk advised Darell Jones at the County Council that light 32 should only be removed provided it doesn't impact on the lighting of 33 and 34.

RESOLVED – that the report be noted.

15/13 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 1964 and £6.50 per head produces an upper limit of £12,766

Allocation for the 2015/16 financial year is £2000 - the previous stipulation on payment dates has been removed. £1000 has already been paid out.

RESOLVED: - that the report be noted.

15/14 PLANNING APPLICATIONS

The Clerk advised on the planning applications that had been received electronically from Flintshire County Council since the meeting of Council held on 20th April 2015 apart from 053203 Extension to caravan park to provide for 88 touring caravans with associated landscaping and planting already reported in the meeting.

052667- Change of use of main building from class B8 to class B2, construction of chemical tank farm and associated fencing to include an MUGA games area at Henrob Ltd, Second Avenue, Deeside Industrial Park, Deeside, CH5 2NX

053532 - Display of illuminated signs on external fascia of building at 90 First Avenue, Sealand, Deeside, Flintshire, CH5 2NU.

053570 - Change of use to gymnasium/health and fitness centre/martial arts centre at Unit 62, Third Avenue, Deeside Industrial Park, Deeside, CH5 2LA.

053590 - Installation of pedestrian turnstiles and alterations to existing service yard and car parking at Farmers Boy Unit 105-106, Tenth Avenue, Sealand, Deeside, Flintshire, CH5 2UA.

15/18 **CORRESPONDENCE**

June Brady at Flintshire Local Voluntary Council – to discuss an application or to request an application pack contact June Brady at Flintshire Local Voluntary Council at june.brady@flvc.org.uk Applications are now being accepted for the Flintshire Community Chest. Grants of up to £1000 as available, with groups needing to provide 25% match funding. The aim of the grant is to support one off initiatives such as:

Minor capital projects for example, building repairs and updating internal fixtures and fittings - Community events ; Equipment but not consumables ; Feasibility studies ; Publicity / marketing and Training and awareness events/courses

Priority will be given to local community groups of a smaller size. Groups that have received funding in the past three years or are in receipt of other funding from Flintshire County Council are not eligible.

To discuss an application or to request an application pack contact June Brady at Flintshire Local Voluntary Council at june.brady@flvc.org.uk

RESOLVED – that the report be noted.

Alan Thorniley, Town Clerk, Saltney Town Council would like you to bring to the attention Sealand Community Council the latest report from the Flood Prevention Society dated March 2015; in particular the Foreword by The Lord Plumb of Coleshill. The maintenance of our rivers is of paramount importance particularly to those of us who live in 'at risk' areas and, whatever Government is in power, attention needs to be drawn to the negligence of our rivers since the EA/NRA took over the responsibility. The document can be found on their website: www.floodpreventionsociety.org.uk

RESOLVED – that the report be noted.

Steve Jones – Chief Officer (Streetscene and Transportation) Flintshire County Council – Meeting on Tuesday 2nd June 2015 at 2pm – Review of the Council's Subsidised Bus Routes.

RESOLVED – that the report be noted.

Chief Officer (Planning and Environment) Flintshire County Council – Re PA 052887 – Outline application for the erection of 6 dwellings on land at rear of 31 Welsh Road, Garden City. Meeting at the Council Chamber on 20th May 2015 at 1pm

15/19 **SEALAND COMMUNITY COUNCIL – SUMMARY ACCOUNTS**

The Clerk outlined expenditure and income for the 2015/16 financial year up to cheque number 002890 - .

2015/16

Financial Year

Income

	Actual	Anticipated	Difference
General Admin Inc. Precept.	£19,000.00	£57,000.00	-£38,000.00
Bank Interest	£1.75	£20.00	-£18.25
Insurance Claims / Refunds	£0.00	£0.00	£0.00
VAT Refund	£904.08	£900.00	£4.08
Milk Claims	£0.00	£500.00	-£500.00
Total	£19,905.83	£58,420.00	-£38,514.17

Expenditure

	Actual	Anticipated	Difference
Play Areas	£0.00	£8,000.00	£8000.00
Staffing Costs	£1,508.10	£9,049.00	£7,540.90
General Admin Costs	£741.02	£4,930.00	£4,188.98
S137 Grants	£1000.00	£2,000.00	£1,000.00
CCTV	£3,907.20	£4,000.00	£92.80
Street Lighting	£1,168.26	£26,700.00	£25,531.74
Street Furniture Repairs	£0.00	£500.00	£500.00
Insurances	£2,356.02	£2,500.00	£143.98
Milk	£0.00	£3,200.00	£3,200.00
Total	£10,680.60	£60,879.00	£50,198.40

Current Summary

Balance as at 31 March 2015	£42,772.74
Total Expenditure	£10,680.60
Total Income	£19,905.83
Balance	£9,225.23
Overall balance as at 18 th May 2015	£51,997.97
VAT Costs for 2015/16 financial year	£690.40

End of Year Prediction

Balance as at 31 March 2015	£42,772.74
Total Anticipated Expenditure	£60,879.00
Total Anticipated Income	£58,420.00
Anticipated Balance for the year	-£2,459.00
Anticipated Overall Balance as at 31 March 2016	£40,313.74

RESOLVED - that the report be noted.

15/20

REPORT – ANNUAL FINANCIAL RETURN – 2014/15

The Accounts and Audit Regulations were amended in 2014. Process to follow is –

1. RFO / Clerk prepare the Annual Return sections 1 and 2 – Completed.
2. Pass the Return to the internal auditor along with all the Council's appropriate records – (9th April 2015 returned on 16th April 2015) Completed.
3. Council considers the Annual Return at a full Council meeting before 30th June 2015. Section 3 is signed by the person presiding at the meeting. Undertaken on 20th April 2015.
4. RFO/Clerk then sends a copy of the Annual Return and requested documents to the External Auditor. Copy sent on 26th April 2015 then external auditor requested original copy – sent on 5th May 2015.
5. External auditor completes the audit if there are no amendments the auditor will certify Section 3 send it back to Council for publication. If amendments are required the auditor will send the Return back to the Council for amendment and re-approval. The amended Return must then be sent back to the auditor for certification
6. The Council must publish the certified Annual Return by 30th September. If the Council is unable to publish the Annual Return by 30th September 2015 then it must publish statements together with a declaration and explanation that at the date of publication the auditor has given no opinion.

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 2015

The Clerk advised that h had been informed by the external auditor – letter dated 24th April 2015 that he had provided in correct dates for advertising the audit and inspection of the Council's records. The external auditor had not taken into account the Bank Holidays between now and the end of May 2015. To meet legal requirements dates need to be amended box c) 2nd May 2015 and box d) to 3rd June and not 30th May 2015. Paragraph 2 needs changing from 31st May to 4th June 2015.

The Clerk confirmed that the amended notice is now on the Councils web site and notice boards.

RESOLVED: - that the report be noted.

15/21

COMMUNITY ASSET TRANSFER

The Clerk reminded that at the March 2015 previous meeting the expression of interest form had been approved and submitted to Flintshire Local Voluntary Council in respect of the four play Areas – Kingsley Road; Riverside Park; Sealand Manor and Welsh Road.

The Clerk had received a joint letter from Flintshire County Council and the Flintshire Local Voluntary Council advising that at a panel meeting on 4th April 2015 it was agreed that Council's application can proceed to Business Model Stage 2. Given the nature of this asset a

meeting needs to be arranged with Council, Flintshire County Council and the FLVC. Please contact FLVC at your convenience to arrange a date. The Clerk has left five messages with FLVC and a telephone call and not been returned.

The County Councillor advised that she will contact Ian Bancroft to request a response to the Clerk's enquires.

RESOLVED – that reported be noted.

15/22 COUNCIL'S 2015 REMEMBRANCE SUNDAY SERVICE

The Clerk reported that he has received a reply from The Revd Steven Douglas The Vicarage, St. Ethelwold's Church, Shotton advising that the Sunday Service at St. Andrews on Remembrance would be at 9.30am and is usually the Holy Eucharist to which your Council is welcome. Council could use the British Legion Service of Remembrance booklet but this would have to be purchased by Sealand Community Council.

Regarding the wreaths there are hooks for 4 on the war memorial the rest can be laid on the floor for the service but there is no facility in the church to keep them and being a community Hall as well they could be a trip hazard or even worse damaged. The Revd suggested that a week or so later they should be taken to the Cenotaph at Connah's Quay and laid there or taken to St Bartholomew's Church and placed on the outside of the building.

Councillor Barbara Hinds outlined the arrangements planned for the 2015 Remembrance Sunday Service at St. Bartholomew's Church.

RESOLVED – that –

- i) the Council's 2015 Remembrance Sunday Service should be held at St. Bartholomew's Church.
- ii) the Revd Steven Douglas be thanked for his replies and be advised that Council has decided that its 2015 Remembrance Sunday Service should be held at St. Bartholomew's Church.

15/23 OMBUDSMAN REVISED GUIDANCE ON THE CODE OF CONDUCT

The Clerk outlined details of the Ombudsman's revised guidance on the Code of Conduct – and in particular the Ombudsman's letter dated 21st April 2015, the amended flowchart page 38 and pages 12 and 13.

The Clerk advised that full copies of the guidance have not been provided to Council – copies can be downloaded at – www.ombudsman-wales.org.uk.

The Clerk advised on the importance for members of Council to familiarise themselves with the changes that have been made.

RESOLVED – that the report be noted.

15/24 **LOCAL GOVERNMENT (DEMOCRACY)(WALES) ACT 2013**

The Clerk referred to the agenda item that had been circulated with the agenda.

RESOLVED- that –

- i) the report be noted.

Community and Town Councils – Electronic Publication of Information

- iii) Council notes that it already publishes on its web site a significant amount of information including information about the council's clerk and members, minutes of council meetings and any audited statement of the council's accounts. It publishes public notices electronically, and makes certain information about its meetings and proceedings available electronically.
- iv) to note that the above publication is a requirement since 1st May 2015.

Registers of Members' Interests

- v) Council notes that it already publishes on its web site councillor's register of interest.
- vi) Council requires members of Council to complete the form "Declaration of Interest" at meetings. The declaration will be recorded in the minutes of the meeting to which it applies (in line with current practice), a copy of the signed form will be published on the Council's web site and also added to Council's summary of declared interests which will then be re-published on Council's web site.

15/25 **NATURAL RESOURCES WALES – COMPLAINTS ABOUT RISK OF POLLUTION**

The Clerk advised that he had received a reply from Alison Soper about Natural Resources Wales' investigations into reports of pollution from a site in Sandycroft. Alison is the Regulatory Officer for the Knauf Insulation site and she had spoken to County Councillor Chris Jones on 16th March 2015 about her concerns.

Knauf Insulation manufacture stonewool at the Sandycroft site, a process which involves melting stone in a furnace fed with coke. Natural Resources Wales regulates the site to ensure that they are compliant with the conditions of their Environmental Permit; conditions which put limits on emissions to air and water. They are required to have continuous monitoring of the emissions to air and report any non-compliance. Since January Alison has received three notifications of breaches of emission limits, these were all very minor and would not have any impact or be noticeable. I also received a notification on 19th March 2015 after the emergency stack opened. This is a safety mechanism, but gives rise to very discoloured emissions for a short time.

The plume from the main stack at Knauf Insulation can appear discoloured from time to time, one reason is due to a part of the process called tapping out when iron is removed from the

bottom of the furnace. There have also been problems historically with droplet fallout causing discoloured staining on cars close to the site. Knauf have carried out work to try to remediate these problems and for the most part appear to have been successful, Alison still receives the occasional complaint from people living nearby.

The Environmental Permit is in the process of being varied to meet the requirements of the Industrial Emissions Directive, European legislation which will apply to the site from March 2016. In most aspects of their operation Knauf are already compliant with the new standards and expect to be fully compliant by that date.

All the information held about the site, its permit, compliance reports, notifications of non-compliance etc. is held on the public register and is available for anyone to view at the Buckley offices. Also, we ask that if anyone needs to report a pollution incident, this should be done to the 24 hour emergency hot-line number – 0800 807060 to enable the investigation to be carried out without delay.

RESOLVED – that the report be noted.

15/26 ANNUAL INSURANCE COVER – AON UK LIMITED

The Clerk advised that he had reviewed the Council's insurance cover and advised AON UK Limited that from 1st April 2015 the Council has 128 lighting columns with 130 heads – the Lighting Engineer at Flintshire County Council advised that the Council should work on a total cover of 130 x £1500 = £195,000. The new chain of office value of £3365.88 – Less VAT of £560.98 nett - £2804.90 should be added to the cover under regalia. The current policy runs to 1st June 2015. This resulted in a reduction of costs and Council will receive a payment of £37.65.

The policy cover from 1st June 2015 has been received and the renewal cost is £2,356.02 – payment includes (Premium, IPT and AON Administration Fee).

The Clerk advised that he has also updated the Council's Asset Registrar to take into account the above. A copy has been circulated to members of Council by email.

RESOLVED – that the report be noted.

15/27 MATTERS RAISED BY MEMBERS OF COUNCIL

- Perimeter fence needs to be inspected and repaired - Sealand Manor Rec Field.
- Councillor Mike Walker will repair the notice board on Seahill Road
- Invite for all members of Council – Bart Art on Wednesday 17th June 2015 – starting at 730pm.
- 48 Sandy Lane - someone has removed the roof off the garage however, the remaining 'body' of the garage is still in the garden.
The remaining sections need to be removed.

15/28 MATTERS RAISED BY MEMBERS OF THE PUBLIC

No matters were raised.

15/29 DATE OF COUNCIL'S NEXT MEETING – 15th JUNE 2015

RESOLVED – that the meetings of Council for 2015 be held on the following Mondays –; 20th July, 14th September (1 week early) , 19th October, 16th November and 14th December (1 week early).

15/30 DECLARATION OF INTEREST

There were no reported interests

The meeting opened at 6.30pm and closed at 7.45pm

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Signed 15th June 2015 – Chairman of Council