

SEALAND COMMUNITY COUNCIL

MINUTES OF THE MEETING OF THE COUNCIL'S ANNUAL FINANCE MEETING HELD ON 10th DECEMBER 2018 AT SEALAND PRIMARY SCHOOL.

PRESENT: Councillors: Chris Jones (Chair and County Councillor), Jean Fairbrother, Barbara Hinds (Vice-Chair), Norman Jones, Mary Southall, Mike Walker, Rhondda Whittaker, Shelley Webber and David Wisinger.

Peter Richmond: Clerk and Financial Officer.

18/190 APOLOGIES FOR NON-ATTENDANCE

Apologies were received from Councillors Joan Keith, Mikael Khan, Alex Lewis and Sarah Wilson

RESOLVED – that the apologies as submitted are received and accepted.

18/191 CODE OF CONDUCT DECLARATION OF INTEREST

No Declarations were submitted at the beginning of the meeting.

RESOLVED – that the report be noted.

18/192 CHAIR'S REPORT AND ACTIONS SINCE 19th NOVEMBER 2018

The Chair advised that she hadn't attended any meetings as Chair of Council since the November meeting of Council.

Chair's Fund Update - Agreed Spend to date

Cost of refreshments at the Remembrance Sunday Service and at the Christmas Carol Service – Total cost £250.00

£50 payment to the Deva Brass who will be performing at the Christmas Carol Service.

Payments being made under expenditure powers - Ancillary Power Local Government Act 1972 (S11)

The Chair asked for council to approve her proposal to make payments of £25 to each of the following – Eye to Eye, Sealand Happy Group, Calendar Girls Bingo, St. Bartholomew's Church and the Leprechaun Monday Club. Total £125

Allocation is £800 – amount committed for spend - £425

RESOLVED – that the –

- i) report be noted.
- ii) Chair's proposed spend of the Chairman's Fund of £25 to each of Eye to Eye, Sealand Happy Group, Calendar Girls Bingo, St. Bartholomew's Church and the Leprechaun Monday Club be approved.

18/193 MATTERS RAISED BY THE PUBLIC

No matters were raised.

18/194 MINUTES OF THE MEETING OF THE OF COUNCIL HELD ON 19th NOVEMBER 2018

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

18/195 POLICE ISSUES

The Clerk advised that PCSO Chris Phillips 3686 is not available to attend the meeting.

1. Riverbank cycle path - Shotton to Chester – Drugs Problem.
It was previously advised that the police are carrying out patrols.
2. Community Speed Watch - no further reports.
3. Cars are still doing U-turns – traffic lights Sealand Road/ Seahill Road – various times of the day. Also, traffic departing from St. Bartholomew's Close having problems due to passing drivers not observing the departing traffic. CMB Craig Williams has been asked to carry out further visits.
4. Green Lane East – there is still concern about through traffic and speeding traffic especially at weekends. It was previously advised that the police are making visits. It was suggested that local residents should take photographs of the offending vehicles and then contact the police on 101.
5. Very important that unsocial behaviour is reported to the Police via 101 – or via the Police's on-line reporting facility.
6. CCTV and laptop – The Clerk advised that in November 2008, the Council at the request of North Wales Police agreed to purchase from Digital Surveillance Ltd of Wrexham CCTV provision to be set up at Sealand Manor. The Council purchased on the recommendation of CBM Dave Huxley the surveillance system (Camera and a laptop) at a cost of £4195.03 inc vat of £624.79. The laptop was delivered to North Wales Police and has always been managed by them and is insured by North Wales Police. At the request of North Wales Police, a replacement laptop was purchased on 10th April 2017 for the cost of £660 inc VAT and was delivered to North Wales Police.

PCSO Chris Phillips 3686 advised on 30th November 2018 that he has been instructed by his Sergeant that due to the new data protection legislation he needs to give back the laptop used with the SCC camera, and SCC will need to ensure that it complies with data protection. Due to the new laws SCC will have to keep the laptop and be in full control of it and the camera as you own it. Chris said he will advise on where the camera can be placed. He will have to request when he can view the camera at a specific time and request to use the laptop briefly to do this. The data in the laptop will be deleted.

The Clerk advised that he has asked PCSO Chris Phillips 3686 for this proposal to be reconsidered as the council entered into this arrangement in 2008 at the request of North Wales Police through CBM Dave Huxley with North Wales Police taking ownership of the said laptop. The Council does not want to take ownership of the laptop. A reply is awaited.

RESOLVED – that the report be noted.

18/196 FLINTSHIRE COUNTY COUNCIL MATTERS

a) Underpass Lighting - Foxes Lane and Green Lane West

Wayne Jones previously advised that he still understands that it is proposed to install new lighting at these two underpasses subject to funding being provided by NMWTRA. Wayne has previously said he will find out whether in the short term the defective lights can be replaced.

RESOLVED – to note the requested action.

b) Ferry Lane Footbridge – Noise Nuisance

The County Councillor advised that she understands that costings are being produced for remedial work to be undertaken to reduce the noise nuisance.

RESOLVED – that the report be noted.

c) 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. The lights still need to be reviewed and repositioned.

RESOLVED – that the report be noted.

d) Land opposite St. Bartholomew's Church – The Spinney

The Clerk advised that he had received an email on 26th November 2018 from Hannah Parish, Senior Minerals and Waste Planning Officer, Flintshire County Council in response to the Council's resolution passed at the November 2018 meeting.

In relation to the first point, a Waste Transfer Permit would not be required for this site as the site is a Woodland and not being used for the transfer of waste and does not have a planning consent for the use of land for transferring waste.

In relation to the second point, I reiterate what was stated within my email of 30th October 2018, having consulted with the Council's Tree Officer, Stuart Body, it was considered that the removal of this material would cause further damage to the trees, samplings and roots. Therefore, it was not considered expedient to request the landowner to remove this material. Since the hardcore material has been imported, and Council Officers became aware of this (since February 2018) Flintshire County Council Officers have been periodically visiting this site during the determination of the application and no additional material has been imported.

Should the Community Council receive reports of further material being imported, and any other unauthorised activities taking, please can I ask you contact Flintshire County Council's Enforcement Team to make them aware of this. Should concerns relate to any damage to the TPO woodland, please address your concerns to Stuart Body.

RESOLVED –the report be noted.

e) Foxes Lane – Parking by the Shops and on the grass verge at Riverside Park

RESOLVED –the matter be deferred to the next meeting.

f) Deeside Lane – Various Issues

The Chair advised that the appeal hearing regarding PA 057737 – Change of Use of land for temporary storage of cars and vans at Wood Farm, Deeside Lane was held on 24th October 2018 and the outcome of the hearing was to dismiss the application.

The stored cars and vans have been removed from the site

RESOLVED – that the matter be deferred.

g) Car Park – Welsh Road (Griffiths Pharmacy) Stopping Up Order)

The Chair reported on recent progress about this matter including a site meeting. It is understood that the car park is now on the required list for consideration. There is a site meeting being held on 18th December 2018 to be attended by County Councillors Chris Jones and Dave Wisinger.

RESOLVED –the report be noted.

18/197 LIGHTING MATTERS

The Clerk advised that all Council lights are working.

The Council has 99 lights this will be further reduced at 31st March 2019 by 9 lights leaving the Council's stock at 90.

The Clerk advised that all 9 new lights have been installed and that one of the original columns is still in place No 61 at Foxes Lane and the power is still to be transferred to the new column.

The Clerk reminded council that for the 2019/20 financial year the council agreed at its October 2018 meeting to upgrade the following 9 lights - 86 and 90 on Sealand Avenue, 167 on the footway alongside the former police station, and then Sandy Lane 100 to 104 (from Sealand Avenue to junction with Maplewood Avenue) and 109 (Sandy Lane cul-de-sac).

RESOLVED – that the report be noted.

18/198 GRANT REQUESTS

a) **Leprechaun Monday Club**

RESOLVED - that in accordance with Section 137 of the Local Government Act 1972 that the Council should award a grant of £150.00 to the Leprechaun Monday Club which are in the best interests of the area and its inhabitants

18/199 SECTION 137 – LOCAL GOVERNMENT ACT 1972
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. The amount per elector has recently been increased to £8.12 and this will be applied in respect of the 2019/20 financial year.

The grant allocation for the 2018/19 financial year is £2,500. Spent so far - £1,918.75

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. Spent so far - £1,519.24

The above indicates 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.

18/200 PLANNING APPLICATIONS

The Clerk advised that there was one planning application received from Flintshire County Council.

59149 Siting of 2no. free standing advertising signs at Yew Tree Farm, Sealand Road, Sealand, Chester, CH1 6BSG

RESOLVED – that no objections be raised in respect the above planning application.

18/201 ACCOUNTS FOR PAYMENT

The Clerk referenced back to the July 2018 Minute 18/92 when council resolved the Clerk’s annual salary should be £8,120 in line with the recommended NALC pay scales with effect from 1st April 2018. The Clerk previously advised that the maximum monthly payment that can be paid to avoid NI being activated is £702 so an additional £45.17 was added to the September to November salaries – the December salary payment is £699.79. Then the monthly salary payment for the rest of the year will be £676.66 per month. Resulting in a total salary payment of £8,120.00 for the 2018/19 financial year.

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
003199	Wales Audit Office	External Audit Fee – 2017/18	£203.55			Ancillary Power Local Government Act 1972 (S111)
003200	The Society of Local Council Clerks	Annual Subscription	£136.00			Miscellaneous Powers LGA 1972 (S111)
003201	P. Richmond	Salary etc. – December 2018	£672.67			Local Govt Act 1972 (S112)

003202	HM Revenues and Customs Only	Income Tax – PR –November 2018	£279.60			Local Govt Act 1972 (S112)
003203	Deva Brass	Payment from the Chair's Fund	£50.00			Ancillary Power Local Government Act 1972 (S11)
003204	Flintshire County Council	Street Lighting Maintenance and Energy – September 2018	£663.22			Highways Act 1980 (301)
003205	Jolora Ltd	Web Site Maintenance Monthly Retainer December 2018	£192.00	£32.00	294456859	Local Govt Act 1972 (S142)
003206	Leprechaun Monday Club	Grant	£150.00			Local Govt Act 1972 (S137)
003207	Eye to Eye	Payment from the Chair's Fund	£25.00			Ancillary Power Local Government Act 1972 (S11)
003208	Sealand Happy Group	Payment from the Chair's Fund	£25.00			Ancillary Power Local Government Act 1972 (S11)
003209	Calendar Girls Bingo	Payment from the Chair's Fund	£25.00			Ancillary Power Local Government Act 1972 (S11)
003210	St. Bartholomew's Church	Payment from the Chair's Fund	£25.00			Ancillary Power Local Government Act 1972 (S11)
003211	Leprechaun Monday Club	Payment from the Chair's Fund	£25.00			Ancillary Power Local Government Act 1972 (S11)
Total Spend			£2,132.49	£32.00		

18/202 **INCOME**

The Clerk advised that Council had received the following income –

Lloyds Bank	Interest	£2.19
Total		£2.19

RESOLVED – that the income be noted.

18/203 **CORRESPONDENCE**

The Clerk advised that some general correspondence had been emailed to members of council.

- a) **Review of Electoral Arrangements for the County of Flintshire – letter dated 25th October 2018 received from the Chief Executive, Local Democracy and Boundary Commission for Wales.**

RESOLVED – that the Council’s should advise that it considers it to be important that the county electoral wards for Queensferry and Sealand should be retained

- b) **Consultation on Flintshire County Council’s Revised Rights of Way Improvement Plan and Policies and Procedures received from. Access and Natural Environment Flintshire County Council - email dated 26 October 2018.**

RESOLVED – that the consultation be noted.

- c) **Eye to Eye – Letter of thanks for the council’s grant.**

RESOLVED – that the letter be noted.

- d) **St. Bartholomew’s Church – Letter of thanks for the council’s grant.**

RESOLVED – that the letter be noted.

18/204 **COMMUNITY TRANSPORT PROJECT**

It was reported that Ruth Cartwright has taken over the management of the Community Transport Project from Kate Wilby.

RESOLVED – that the report be noted.

18/205 **THE AIRFIELDS DEVELOPMENT**

It was reported that major site works are proceeding.

RESOLVED – that the report be noted.

18/206 **MATCHED FUNDING SCHEME**
IMPROVEMENTS TO CHILDREN’S PLAY AREA - 2018/19
SEALAND MANOR

The Clerk advise that he has been informed by Richard Roberts – Play Design Officer – AURA that the matched funding project at Sealand Manor has been approved – funding being SCC £5,000 – Sealand Manor Community Groups £5,000 and Flintshire County Council £10,000. AURA Ltd will deliver the project and further details will shortly be provided.

RESOLVED – that the report be noted.

18/207 **SEALAND COMMUNITY FLOOD WARDENS**

At the October 2018 meeting of Council Councillor Norman Jones provided before the meeting of council an update on the roles to be undertaken by the Sealand Community Flood wardens

It was agreed that the Councillor will prepare a report to be added to the council’s and also to prepare a draft press statement. This is still awaited.

RESOLVED – that the report be noted.

18/208 **CHIMNEY EMISSIONS – KNAUF AT SANDYCROFT**

The Clerk reminded council that the following has been added to the Council’s web site - Report an Incident of Air Pollution - "If anyone notices an incident of air pollution / emissions it should be reported to Natural Resources Wales on their 24-hour incident hotline 03000 65 3000".

RESOLVED – that the report be noted.

18/209 **FRIENDS OF SEALAND - COMMUNITY STRATEGY- PUBLIC CONSULTATION**

The Vice Chair gave a quick update on the work currently being undertaken.

RESOLVED – that the report be noted.

18/210 **MILK SUBSIDY CLAIMS – RURAL PAYMENTS AGENCY**

The Clerk reminded council that he has submitted a further form to the RPA advising on the details of its milk claim for 2018/19 school year which needs to be authorised by the RPA so that council can submit its first claim subsidy claim for the Autumn Term 2018.

The RPA have now confirmed that Council's milk subsidy application to apply for milk subsidy for the Autumn Term 2018 has been approved. Council's registered number is 690882. The RPA have also advised that they now hold the Council's bank account details.

RESOLVED – that the report be noted.

18/211 REMEMBRANCE SUNDAY – 2019

The Clerk advised that he has spoken with Colin Sargent at the Royal British Legion to arrange to purchase a supply of poppies to be attached to street light columns.

RESOLVED – that the report be noted.

18/212 SUMMARY OF ACCOUNTS – 2018/19 FINANCIAL YEAR

The Clerk outlined the finalised expenditure and income for 2018/19 financial year up to cheque number 003205.

RESOLVED – that the report be noted.

2018 / 19 Financial Year	Actual	Anticipated	Difference
Income			
General Admin Inc. Precept	£38,000.00	£57,000.00	-£19,000.00
Bank Interest	£15.14	£20.00	-£7.05
Insurance Claims / Refunds	£0.00	£0.00	£0.00
VAT Refund	£307.60	£200.00	+£107.60
Milk Claims	£281.94	£500.00	£218.06
Total	£38,604.68	£57,920.00	-£19,115.32
Expenditure	Actual	Anticipated	Difference
Bank Charges	£45.00	£60.00	£15.00
Chairman's Fund	£300.00	£800.00	£500.00
Staffing Costs	£7,589.99	£9,882.00	£2,292.01
General Admin Costs	£2,145.45	£3,320.00	£1,174.55
Council Web Site	£1,664.00	£2,000.00	£336.00
Insurances	£852.61	£1,000.00	£147.39
Defibrillator – LGA Act 2000(S2)	£1,646.81	£1,000.00	-£646.81
Play Schemes and New Equipment	£4,949.00	£9,400.00	£4,451.00
Highways	£1,400.00	£0.00	-£1,400.00
Street Lighting	£4,166.45	£25,400.00	£21,233.55
CCTV Maintenance	£0.00	£200.00	£0.00
Grants – Section 137	£1,918.75	£2,500.00	£581.25
School Milk – Section 137	£1,519.24	£3,500.00	£1,980.76
Total	£28,197.30	£59,062.00	£30,864.70

Current Summary	Balance as at 31 March 2018 including £25,000 contingency fund.	£39,991.15
	Total expenditure	£28,197.30
	Total income	£38,604.68
	Balance in year spend	£10,407.38
	Overall balance as at 10th December 2018	£50,398.53
	VAT Costs for 2018/19 financial year	£543.67
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

18/213 **MATTERS RAISED BY MEMBERS OF COUNCIL**

Pots holes – Rear Accesses – Kingsley Road

18/214 **MATTERS RAISED BY MEMBERS OF THE PUBLIC**

No matters were raised.

18/215 **REQUEST FOR PUBLIC TO BE TEMPORARILY EXCLUDED FROM THE MEETING**

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

18/216 **FINANCIAL REPORT – 2018/19 AND 2019/20**

The Clerk advised: -

- a) that a precept is an order to the charging authority – Flintshire County Council to pay a requested sum to the precept authority – Sealand Community Council and that the schedule of payment from Flintshire County Council will be 3 equal instalments – on the last working days of April, August and December.
- b) 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 £8.12 per head produces an upper limit of £17,490.48
- c) on details of anticipated income and expenditure for the 2018/29 and 2019/20 financial years.
- d) the Clerk is contracted for a working week of 12 hours. Payment is net with the Council deducting income tax at 40% and making payment to the HMRC. The Clerk advised that he works well in excess of 12 hours a week.
- e) the allowance is paid to the Clerk for the use of his private telephone, computer and a contribution towards the cost of maintaining his residence in which a room is dedicated as an office. The payment for 2018/29 is £ 2,000.00. Details of the payment are submitted on an annual basis to the HMRC. The Clerk requested that the payment should not be increased for the 2019/20 financial year.
- f) that expenses incurred in carrying out his duties are also reimbursed. The expenditure being incurred on behalf of the Council as part of its administration and running cost, i.e., stamps, payphone for daytime calls, and travelling expenses. NJC rate for Casual Users being paid for car mileage within Sealand and as required mileage to venues outside Sealand – 47p per mile.
- g) the estimated income for the current 2018/19 financial year is £57,830 and estimated expenditure is £60,878. The opening balance at 1 April 2018 was £39,991. The estimated opening balance at 1 April 2019 is estimated at approx. £36,943 assuming all planned expenditure takes place which may not be the case.

RESOLVED: -that the report be noted.

18/217 ALLOWANCES AND SALARY

RESOLVED: - that the following be agreed for 2019/20 -	£
• Chair's Fund	800
• Clerk's Salary	8,120
• Clerk's Allowance	2,000
Total	£10,920

18/218 PAYMENT OF GRANTS – FREE RESOURCE ACCOUNT

RESOLVED: - that –

i) grant payments for the 2019/20 financial year be restricted to a maximum of £150 apart from Sealand Primary School who should receive up to a maximum of £1,000.

ii) Free Resources Fund should be £2,200 - **Total - £2,200**

18/219 PROVISION OF SCHOOL MILK – SEALAND PRIMARY SCHOOL

RESOLVED: -that Council should continue to provide milk to the pupils of Sealand Primary School ages 7+ to 10+ - gross anticipated cost £3,500. **Total - £3,500**

18/220 PLAYLEADER SCHEMES 2019 AND PLAY AREA IMPROVEMENTS

RESOLVED: - that Council should –

i) support both proposed Play Schemes – overall estimated cost £5,500 which includes the cost for the provision of gazebos and seating for both sites

ii) advise the Head of Leisure Services of its decision.

iii) allocate £5,000 for possible matched funding for play equipment.

Total - £10,500

18/221 STREET LIGHTING

RESOLVED: -that the following be allocated

Energy	£3,100
Repairs and Maintenance	£3,800
New / Replacement Columns minute 18/197)	£18,000 (9 lights – refer to
Total	£24,900

18/222 OTHER AREAS OF EXPENDITURE

RESOLVED: - that the following funds be allocated: -

Election Costs	£700
Bank Charges	£60
Printer Cartridges	£500

Street Furniture Repairs -	£400
CCTV Repairs	£250
Defibrillator	£75
Insurances	£900
Stationery	£125
Annual Subscriptions	£520
Audit Fees	£650
Conferences - attendance	£260
Council's Web Site	£2,304
Postage / Mileage	£1,000
Engraving Chain of Office	£10
Data Protection Registration	£35
Total	£7,789

18/223 PRECEPT 2019/20

The Clerk advised that the Council had agreed to an indicated estimated expenditure of £59,809

Estimated income excluding precept for the 2019/20 financial year is £1,272.00. Estimated opening balance at 1st April 2019 is £36,943. To achieve an estimated balance at 1st April 2020 of £36,000 a precept of £57,594 is required.

After a full discussion it was agreed to set a precept of £57,000

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

Current year's precept – 2018/19 - £57,000

Current Tax Base of equivalent Band D properties is £1,176.40

The current Band D charge is £48.45

The precept for 2019/20 - £57,000

Tax Base for 2019/20 of equivalent Band D properties is £1,176.83

The band D charge for 2019/20 will be £48.44

The decrease in the Band D charge amount is £0.01

The percentage decrease in the 2019/20 Band D charge compared to the 2018/19 Band D charge is 0.02%

RESOLVED: - that the –

- i) precept for 2019/20 be set at £57,000 and for Flintshire County Council to be advised accordingly and for the Clerk and Chairman to sign the required precept mandate.
- ii) Clerk be thanked for his usual excellent and informative financial report.

18/224 COUNCIL RESERVES – 2019/20

The Clerk made reference to the council’s policy on Financial Reserves and advised that the recommended amount to be held in reserves for contingency purposes is proportionately 6-9 months of gross expenditure – estimated expenditure for 2019/20 is £59,809 – 6 months is equivalent to £29,904.

RESOLVED - that of the estimated carry forward of £36,943 at 1st April 2019 an amount of £25,000 will be held as a Contingency Reserve to assist cash flow in the event of unforeseen occurrences. The remaining funds being required to cover council expenditure until the first precept payment is made by Flintshire County Council during the 2019/20 financial year.

18/225 DATE OF COUNCIL’S NEXT MEETING – 21st JANUARY 2019

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

18/226 IN ACCORDANCE WITH SEALAND COMMUNITY COUNCIL'S CODE OF CONDUCT - DECLARATION OF INTEREST

Council Member	Item	Minute Reference

The meeting opened at 6pm and closed at 7.45pm

..... Signed 21st January 2019
Chairman of the Council.