

SEALAND COMMUNITY COUNCIL

MINUTES OF THE MEETING OF THE COUNCIL HELD ON 19th NOVEMBER 2018 AT SEALAND PRIMARY SCHOOL.

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

Peter Richmond: Clerk and Financial Officer.
Wayne Jones – StreetScene – Flintshire County Council.
One member of the public.

18/160 APOLOGIES FOR NON-ATTENDANCE

Apologies were received from Councillors Mikael Khan, Alex Lewis and Shelley Webber.

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

18/161 CODE OF CONDUCT DECLARATION OF INTEREST

No Declarations were submitted at the beginning of the meeting.

RESOLVED – that the report be noted.

18/162 CHAIR’S REPORT AND ACTIONS SINCE 15th OCTOBER 2018

The Chair advised that she had attended the Sealand Remembrance Sunday Service on 11th November and the Community Police Meeting on Saturday 17th November 2018.

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)

Allocation is £800 – amount committed for spend - £300

RESOLVED – that the report be noted.

18/163 MATTERS RAISED BY THE PUBLIC

No matters were raised.

18/164 MINUTES OF THE MEETING OF THE OF COUNCIL HELD ON 15th OCTOBER 2018

RESOLVED - that the minutes of the Meeting of Council held on 15th October 2018 be confirmed as a true and correct record.

18/165 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 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. Drug needles have been removed from Green Lane East by StreetScene.

RESOLVED – that the report be noted.

18/166 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 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 30th October 2018 from Hannah Parish Senior Minerals and Waste Planning Officer, Flintshire County Council concerning planning application 058279 which was for the ‘Erection of fence and gates’ at this site.

The planning application was received by the planning authority on 3rd April 2018 and Sealand Community Council was consulted on the application on 13th April 2018. However, no response had been received from Sealand Community Council. After negotiation with the applicant which resulted in the successful replacement of the originally installed palisade style gates with a weld-mesh style gate to match the fencing, planning permission was granted on 4th October 2018.

In relation to point 2 of your email, the importation of hardcore was observed by officers when the above application was being considered. However, the amount of material imported was considered to be di minimus. 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 concerns to Stuart Body.

The Clerk noted that council considered the PA at its meeting on 16th April 2018 and did not raised any objections. Council did however resolve that 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. The Clerk was under the impression that he had advised the County Council of this.

Subsequent to advising Hannan Parish of the above she responded saying with when the tree officer considered the application we discussed replacement planting but it was considered not required.

RESOLVED –the –

- i) report be noted.
- ii) Hannah Parish, Senior Minerals and Waste Planning Officer, Flintshire County Council be advised that council understands that a Waste Transfer Permit has not been issued regarding this site. Council notes the County Council's comments regarding the on site hardcore but still requests that the site owner should be required to remove it before further damage is made to the localised root system.

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 is still awaited.

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.

RESOLVED –the report be noted.

18/167 LIGHTING MATTERS

The Clerk advised that there is one light not working - No 33 at Station Cottages, Saughall.

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 2020/21 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.

18/168 GRANT REQUESTS

a) Eye to Eye

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

b) St. Bartholomew's Church

RESOLVED - that in accordance with Section 137 of the Local Government Act 1972 that the Council should award a grant of £150.00 to St. Bartholomew's Church which are in the best interests of the area and its inhabitants.

Councillor Barbara Hinds declared an interest concerning the above grant request.

**18/169 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 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 Section 137 (4) (a) of the Local Government Act 1972 expenditure of £6,000 in the 2018/19 financial year.

RESOLVED – that the report be noted.

18/170 **PLANNING APPLICATIONS**

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

59109 - Proposal: Proposed single storey extension to existing prefabricated unit GMSC to create new server room at Convatec, 19-20 First Avenue, Deeside Industrial Park, Deeside, CH5 2NUGrid Ref:

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

18/171 **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 with the adjusted back dated salary being paid at the September 2018 meeting of council. 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 is being added to the November salary leaving £23.13 still to be paid at December 2018. 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
003187	P. Richmond	Salary etc. – November 2018	£696.35			Local Govt Act 1972 (S112)
003188	HM Revenues and Customs Only	Income Tax – PR –November 2018	£280.80			Local Govt Act 1972 (S112)
003189	Flintshire County Council	Summer Playscheme 2018 Contribution	£4,949.00			Local Govt Act (Miscellaneous Provisions Act) 1976(S19)

003190	Eye to Eye	Grant	£150.00			Local Govt Act 1972 (S137)
003191	Rhys Jones	Electrical work for the Defibrillator	£226.01	£37.67	74396968	Power of Well-Being, Local Government Act 2000 (S1-5).
003192	Jolora Ltd - Replacement cheque for 003177 – cheque 003177 has been stopped.	Web Site Maintenance Monthly Retainer September 2018	£192.00	£32.00	294456859	Local Govt Act 1972 (S142)
003193	Councillor Shelley Webber (payment is in respect of a joint claim with Councillor Mary Southall)	Claim for two councillors attending the 2018 One Voice Wales Conference at Builth Wells	£247.70			Local Govt Act 1972 (S150)
003194	Jolora Ltd	Web Site Maintenance Monthly Retainer November 2018	£192.00	£32.00	294456859	Local Govt Act 1972 (S142)
003195	St. Bartholomew's Church	Payment from the Chairman's Fund	£250.00			Ancillary Power Local Government Act 1972 (S11)
003196	St. Bartholomew's Church	Grant	£150.00			Local Govt Act 1972 (S137)
003197	Richie Hayes and Sons Dairy Ltd	School Milk – October 2018	£239.78			Local Govt Act 1972 (S137)

003198	Flintshire County Council	Street Lighting Maintenance and Energy – August 2018	£448.72			Highways Act 1980 (301)
Total Spend			£8,022.36	£101.67		

18/172 **INCOME**

The Clerk advised that Council had received the following income –

Lloyds Bank	Interest	£2.17
Total		£2.17

RESOLVED – that the income be noted.

18/173 **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.**

Purpose of the review

The Review will propose the pattern of electoral wards for the entire County area and not just where there are levels of electoral inequality.

Review Process

Following the review, the Commission will propose the total number of councillors (council size); the number and boundaries of electoral wards; the number of councillors for each ward and the names of the electoral wards.

Number of councillors

As a result of population size/density and rural/urban mix the commission has placed Flintshire in its Category 3. Applying the ratio rigidly would result in a council size of 62 councillors. The Commission will not change the number of councillors by more than 10% in one go and so it will aim to reduce the number of wards to 63.

Creating a Council response to the review

The Commission has said it would welcome proposals from Flintshire for how to reorganise the wards.

We specifically invite councillors who represent 'orange shaded' electoral wards or those adjacent wards on the map provided to make suggestions as to how to create wards with a ratio as close to 1:1,895 electors as possible. The new wards should be formed from whole town/community council areas or whole wards from within town/community councils' areas.

We encourage you to discuss this with your fellow members and your town and community council(s). If possible, try to identify workable preferences with local support.

RESOLVED – that the issue be considered at the December 2018 meeting of council.

b) Preparation for the Coming Winter – letter dated October 2018 – Chief Officer – StreetScene and Transportation – Flintshire County Council.

RESOLVED – that the letter be noted.

c) 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.

Flintshire County Council published its first Rights of Way Improvement Plan (ROWIP) in 2008 setting out how the Council intended to deliver improvements to the network over a 10-year period. Section 60 of the Countryside Rights of Way Act 2000, requires all Local Highway Authorities to produce a Rights of Way Improvement Plan and to undertake a complete review at the end of its lifespan.

In July 2016, the Welsh Government issued guidance to Local Highway Authorities in Wales to assist with the review and redrafting of their ROWIPs. This guidance has been used to direct the preparation of Flintshire's second ROWIP, assess the 2018 network, evaluate progress made since 2008 and to set out a new-style Statement of Action for the next 10-year period.

Early findings during the evaluation of the first Plan identified the lack of Policies and Procedures and consequently a draft Policy and Procedure booklet has been developed as a priority, in order that there is widespread understanding and transparency about what Flintshire County Council does and how it does it.

The revised draft plan and the full range of Policies and Procedures are being shared with interested parties and I would encourage people to feed back their comments to assist in the delivery of a modern rights of way service maintaining the network for the communities in Flintshire.

The Council would welcome your responses to the following questions.

Do you have any additional comments on the 2008/2018 ROWIP?

Do you think that the current rights of way network meets the needs of the Public and does the new Statement of Action fulfil these needs?

How can the rights of way network be improved, and in particular, to make it more accessible for blind or partially sighted people and people with mobility problems?

Are there any other comments you would like to make at this stage?

The consultation period runs from 1st November until 31st December 2018.

RESOLVED – that the issue be considered at the December 2018 meeting of council.

- d) Sam Perry, Corporate Business and Communications Support Officer, Flintshire County Council. Well-being of Future Generations Act and the requirements placed on Town and Community Council. Email dated 31st October 2018.**

North Wales Public Services Boards (PSB's) are hosting a workshop for Town and Community Councils to find out more about their local Public Services Board, to consider the Well-being Plans of the four Public Services Boards in North Wales, and to understand how Town and Community Councils and Public Services Boards can work together to improve well-being in their local area.

Whether you are a Town or Community Council who is subject to the act, whether you think your Town or Community Council may soon reach the threshold to become subject to the act, or whether you are just keen to know more about this area of work then please do come along: Friday 30th November 2018 - 10am to 1pm at Bodelwyddan Community Centre, Ty Fry Lane, Bodelwyddan, RHYL. LL18 5TE
Please contact helen.odunaiya@wrexham.gov.uk to register your interest by Friday 23rd November 2018.

RESOLVED – that the email be noted.

18/174 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.

18/175 **THE AIRFIELDS DEVELOPMENT**

It was reported that major site works are proceeding.

RESOLVED – that the report be noted.

18/176 **MATCHED FUNDING SCHEME**
IMPROVEMENTS TO CHILDREN’S PLAY AREA - 2018/19
SEALAND MANOR

It is understood that the project will shortly be considered by the county council.

RESOLVED – that the report be noted.

18/177 **SEALAND COMMUNITY FLOOD WARDENS**

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 web and to be passed to the school and also to prepare a draft press statement.

RESOLVED – that the report be noted.

18/178 **CHIMNEY EMISSIONS – KNAUF AT SANDYCROFT**

RESOLVED –that the following should be 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".

18/179 **COMMUNITY DEFIBRILLATOR**

Councillor Barbara Hinds asked if the Clerk could provide her with copies of the paid invoices in respect of the recently installed defibrillator at Garden City. There is a possibility that Parc Adfer may fund the cost to provide a defibrillator at St Bartholomew’s Church.

RESOLVED – that the report be noted.

18/180 **COMMUNITY STRATEGY- PUBLIC CONSULTATION**

The Chair referred to the public meeting at St Bartholomew’s on Monday 29 October at 7pm that discussed findings of the survey.

It was reported that the public meeting was well attended. Outstanding surveys sheets need to be handed in.

RESOLVED – that the –

- i) report be noted.
- ii) council agenda should include a regular item – “Friends of Sealand – update”

18/181 MILK SUBSIDY CLAIMS – FLINTSHIRE COUNTY COUNCIL

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. A reply is still awaited.

RESOLVED – that the report be noted.

18/182 CHAIR’S CHRISTMAS CELEBRATIONS

The Chair’s Christmas Celebrations is being held at St. Bartholomew’s Church on Tuesday 18th December 2018 - starting at 7.30pm.

RESOLVED – that the report be noted.

18/183 SUMMARY OF ACCOUNTS – 2018/19 FINANCIAL YEAR

The Clerk outlined the finalised expenditure and income for 2018/19 financial year up to cheque number 003197.

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	£12.95	£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	£38,602.49	£57,920.00	-£19,117.51
Expenditure	Actual	Anticipated	Difference
Bank Charges	£40.00	£60.00	£20.00
Chairman's Fund	£250.00	£800.00	£550.00
Staffing Costs	£6,723.35	£9,882.00	£3,158.65
General Admin Costs	£1,720.07	£3,320.00	£1,599.93
Council Web Site	£1,472.00	£2,000.00	£528.00
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	£3,054.51	£25,400.00	£22,345.49
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	£25,546.34	£59,062.00	£33,515.66

Current Summary	Balance as at 31 March 2018 including £25,000 contingency fund.	£39,991.15
	Total expenditure	£25,546.34
	Total income	£38,602.49
	Balance in year spend	£13,056.15
	Overall balance as at 19th November 2018	£53,047.30
	VAT Costs for 2018/19 financial year	£511.67
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

18/184 **REMEMBRANCE SUNDAY – 2019**

RESOLVED – that the Clerk should contact Colin Sargent at the Royal British Legion to arrange to purchase a supply of poppies to be attached to street light columns.

18/185 **COUNCIL'S STANDING ORDERS, POLICIES, REGULATIONS AND PROTOCOLS**

The Clerk advised that Council is required to review on annual basis and then endorse the Council's Standing Orders, Financial Regulations, Internal Financial Controls, Annual Investment Strategy, Risk Assessment Processes, Freedom of Information Access Arrangements, Complaints Procedure, GDPR - Data Protection Policy, Records Management Policy, Information Security Policy, Health and Safety Policy, Press and Social Media Policy, Public Participation Protocol, Retention of Records Policy and Member's Self-Regulatory Protocol.

Copies have previously been provided to members of Council and are all currently available on the Council's web site.

The Clerk advised that the following had been updated and need to approved by Council – Press and Social Medial Policy, Internal Financial Controls, Annual Investment Strategy and Risk Assessment processes.

RESOLVED – that

- a) the report be noted.
- b) consideration of the Clerk's Risk Assessment Reports be accepted as the formal risk assessment for the 2019/20 financial year and that this be undertaken in November 2019.
- c) in relation to the key risks, these be identified as relating to the Council's assets, bank accounts, internal controls and insurance cover for statutory and other purposes.
- d) the arrangements highlighted in the Risk Assessment details that Council is taking all the appropriate steps to minimise risks in conjunction with the documented Internal Financial Controls and that the Risk Assessment 2019/20 be noted.
- e) JDH Business Services Ltd be reappointed as the Council's internal auditor and for a letter of engagement to be issued for the 2019/20 financial year.
- f) the changes to the Internal Financial Controls and Annual Investment Strategy be approved.
- g) the changes to the Press and Social Medial policy be approved.
- f) the following be endorsed without requiring amendments – Standing Orders, Financial Regulations, Freedom of Information Access Arrangements, Complaints Procedure, GDPR -

Data Protection Policy, Records Management Policy, Information Security Policy, Health and Safety Policy, Press Media Policy, Public Participation Protocol, Retention of Records Policy and Members Self-regulatory Protocol.

18/186 MATTERS RAISED BY MEMBERS OF COUNCIL

A494 Bridge Consultation – Preview at the Garden City Hub on 20th November 2018 – 2pm to 8pm

18/187 MATTERS RAISED BY MEMBERS OF THE PUBLIC

_No matters were raised.

18/188 DATE OF COUNCIL’S NEXT MEETING – 10th DECEMBER 2018 starting at 6pm

RESOLVED – that the meetings of Council for the council year 2018 / 2019 be held on the following dates 10th December 2018 (Annual Finance Meeting), 21st January 2019, 11th February 2019, 18th March 2019, 15th April 2019 and 20th May 2019 (AGM)

18/189 IN ACCORDANCE WITH SEALAND COMMUNITY COUNCIL'S CODE OF CONDUCT - DECLARATION OF INTEREST

Council Member	Item	Minute Reference
Barbara Hinds	Grant Request - St. Bartholomew’s Church	18/168 b)

The meeting opened at 6.30pm and closed at 8.45pm

..... Signed 10th December 2018
Chairman of the Council.