

NORTHOP COMMUNITY COUNCIL

Minutes of the Ordinary Meeting of Northop Community Council held remotely via Zoom Pro on Monday 11th October 2021

PRESENT: Councillors Linda Scott, Joanne Millar, John Carlin, Pauline Lawton-Hughes, Marion Bateman, Alison Brebner, Alan Watkin, Louise Higgs, Linda Deane, Cara Baker, Rob Mackey and the Clerk.

APOLOGIES: Apologies received from Councillor Jarred Livesey.

The Clerk informed members that she had received Councillor Rachel Hayward's resignation due to her work commitments. Council agreed that a letter of thanks should be sent to Councillor Hayward, expressing thanks for all the time and effort that she has given the Community Council.

1. DECLARATION OF INTEREST

The following personal declaration of interests were made:

Councillor Alison Brebner in relation to Agenda Item 5 Planning Applications specifically, applications 063503 and 063540, as she lives in the vicinity of both properties.

Councillor Bateman in relation to Agenda Item 5 Planning Applications specifically Application 063574, being the previous owner of the property.

Councillor Joanne Millar in relation to Agenda Item 11 Match Funding Invitation Sychdyn Play Area, as she is also a member of the Sychdyn Carnival Committee.

Councillors Linda Deane, Rob Mackey and Linda Scott declared in relation to Agenda Item 13(a) Annual Grants to Local Organisations, as all are trustees of the Edith Bankes Memorial Hall.

Councillors Alan Watkin, Marion Bateman and Pauline Lawton-Hughes in relation to Agenda Item 13(b) Annual Grants to Local Organisations, as all are trustees of Sychdyn Village Hall.

Councillor Linda Scott in relation to Agenda Item 13(d) Annual Grants to Local Organisations, as her partner is a member of Northop Silver Band.

Councillor Bateman gave her apologies for requiring to leave the meeting early due to a prior appointment. To accommodate Councillor Bateman's request, the Chair suggested that Agenda Items 10 and 11 be moved to the top of the agenda, to enable Councillor Bateman to participate in the discussion. All members were in agreement.

10. MANAGEMENT PLAN - NORTHOP CAR PARK & ENVIRONS

(a) The Clerk had liaised with Hannah James, Chartered Surveyor regarding progress on the Northop Car Park gully repair. As the lowest quote contractor had not responded, the next lowest contractor had been contacted and provided an updated quote of £8371.50 plus VAT. Following much discussion members were in agreement that the quotes for the cost of the gully repair were too much for the Community Council to fund and consequently

perhaps a permanent solution is not available. Members agreed that the Community Council will need to advise Hannah James, Chartered Surveyor that the permanent gully repair work is to be placed on hold at present and will also consider the need to investigate repairs and consider the erection of a disclaimer notice in the car park advising that owners leave their vehicles at their own risk, at the next meeting.

The Clerk confirmed that the street lighting upgrade programme has now been completed and that Flintshire County Council has now confirmed that the invoice had been paid in November 2019.

(b) The Clerk had liaised with Legal Property Services at Flintshire County Council and it has been confirmed that the land on which the Band Hall is now sited, was transferred to Flintshire County Council in 1996 and they lease the Band Hall to Northop Silver Band. The lease appears to suggest that the Northop Silver Band are responsible for the maintenance of the land surrounding the Hal and the hedging and trees.

The Community Council currently pay for the maintenance of both the Northop Car Park and the Band Hall site and Councillor Mackey understood that the Community Council had previously agreed to fund the maintenance of the Band Hall site, by way of supporting Northop Silver Band. Members noted that a grant is also provided annually to Northop Silver Band. Councillor Watkin proposed that this matter should be discussed in greater detail at the November meeting, as well as Agenda Item 13(e) which is the annual grant to Northop Silver Band. This was seconded by Councillor Carlin. All members were in agreement.

Motion Carried Unanimously.

11. MATCHFUNDING INVITATION SYCHDYN PLAY AREA

(a) Councillor Millar informed members that the play equipment at Sychdyn had been recently assessed by Richard Roberts, Aura Leisure and Libraries and the sand pit has been assessed as dangerous and requires immediate replacement. Sychdyn Carnival Committee are able to fund £2000 towards the cost of a new structure and the Clerk confirmed that there is £500 in the Play Area Improvement budget for 2021/22. Councillor Millar confirmed that the Sychdyn Carnival Committee were requesting an additional £1000 from the Community Council. This would mean that the total of £3500 would be match funded by Flintshire County Council at £3500 and a new piece of play equipment could be funded and installed for up to £7000.

Councillor Watkin proposed that the Council agree to fund the additional £1000 for the urgent replacement of the sand pit and this was seconded by Councillor Bateman. A vote was taken with ten members in favour and one abstention.

Motion Carried

The Clerk to confirm the Community Council's financial assistance of £1,500 with Sychdyn Carnival Committee and Richard Roberts.

(b) Members discussed the need to allocate monies in future budgets to assist maintain the play equipment in both Northop and Sychdyn play areas and Councillor Watkin proposed that the Community Council ring fence monies in its budget for match funding

play area improvements in both villages and this was seconded by Councillor Mackey. All members were in agreement.

Motion Carried Unanimously

Councillor Bateman left the meeting due to a prior appointment.

2. POLICE MATTERS

The Clerk had contacted PCSO Ryan Thomas for an update on Police matters in both Northop and Sychdyn villages but to date had received no response. PCSO Adelina Olaru has requested future meeting dates for Northop Community Council.

Councillor Louise Higgs joined the meeting at 7.10pm having experienced some technical difficulties accessing the meeting.

3. MINUTES

A copy of the draft minutes had been given to Members prior to the meeting. Councillor Lawton-Hughes proposed that the minutes be accepted as a true and accurate record of the meeting and this was seconded by Councillor Carlin. All members were in agreement.

Motion Carried Unanimously

Matters Arising

Agenda Item 12(c) Matters Raised by Members **Refill Wales**

The Clerk reported that all hostelrys in Northop and Sychdyn had been contacted and asked if they would be interested in the Refill Wales scheme. Unfortunately, to date there has been no response.

Councillor Lawton-Hughes informed members that the Refill Wales scheme was to be discussed at the next Sychdyn Village Hall management meeting.

Agenda Item 14 British Legion Poppies

The Clerk advised that the large event poppies have been purchased. A quote for erecting and removing the event poppies had been provided by Streetscene at Flintshire County Council however, members felt that the cost was too high and Councillor Baker and Councillor Millar volunteered their assistance to undertake the task in Northop and Sychdyn. It was agreed that a Risk Assessment would need to be undertaken and the Clerk to check with Zurich insurance regarding the Council's existing indemnity cover. Councillor Carlin offered to undertake the Risk Assessment given his health and safety knowledge.

Councillor Deane suggested that the event poppies be located on the four main roads in each direction from the cross roads at Northop.

4. STREETSCENE ISSUES

Northop

- (a) Councillor Scott requested an update on the requested replacement dog bins in Northop. The Clerk to follow up with Streetscene.
- (b) Councillor Brebner requested an update on all Streetscene requests, including the white lines on the Connahs Quay Road up to the traffic lights in Northop which had faded and were no longer clearly visible to drivers or pedestrians and the filter light suggested for the traffic light junction (from the College travelling to Mold).

Sychdyn

There were no Streetscene issues raised for Sychdyn village.

5. PLANNING APPLICATIONS

- (a) To consider the following planning applications:

- (i) **063455**

PROPOSAL: Installation of a new balanced flue, gas boiler/plant enclosure to Replace the existing oil tank and plinth. Installation of a new mains gas supply through the churchyard from the highway in Church Road.

AT: St Eurgain and St Peters Church, Church Road, Northop, Flintshire
(The application was discussed and there were no objections raised by Northop Community Council).

- (ii) **063461**

PROPOSAL: Erection of two storey side extension.

AT: 10 Maes Gruffydd, Soughton, Mold, Flintshire CH7 6LS

(There were no objections raised to this proposal by Northop Community Council).

- (iii) **063503**

PROPOSAL: Erection of a two storey extension to the rear. Ground floor will be a dining room, second floor a bedroom with a small area for a balcony and opening access.

AT: 16 Maes Celyn, Northop, Flintshire CH7 6BA

(There were no objections made to this proposal by Northop Community Council).

- (iv) **063500**

PROPOSAL: Development of land to provide Lodge/Chalet Park to include single storey and two storey lodges and a site office.

AT: Land at Northop Country Park, Northop, Flintshire CH7 6WA

(There were objections raised by Northop Community Council).

(v) **063507**

PROPOSAL: Residential development comprising 84 dwellings including the provision of affordable units, areas of public open space, landscaping and associated works.

AT: Land to south of New Brighton, Soughton, Mold, Flintshire CH7 6RB

(There were objections raised to this application by Northop Community Council)

(vi) **063523**

PROPOSAL: Conversion of existing stable block and store to holiday accommodation.

AT: Coach Mews Cottage, Sychdyn, Mold, Flintshire CH7 6AD

(There were no objections raised by Northop Community Council to this application).

(vi) **063540**

PROPOSAL: Demolition of conservatory. Proposed single storey rear extension.

AT: 17 Maes Celyn, Northop, Flintshire CH7 6BA

(There were no objections raised to this proposal by Northop Community Council).

(vii) **063514**

PROPOSAL: Erection of a single storey rear extension, rear roof dormer and front dormer above existing garage.

AT: 12 Fox Field, Northop, Flintshire CH7 6GQ

As the above application had only been received the afternoon of the meeting, members had not had time to review the details. It was agreed that the Clerk would request an extension to the deadline to comment on the application, so that it could be considered at the next meeting.

Councillor Bateman had declared a personal interest in planning application 063574 however, as the applications **063574** and **063585** were not currently open for comment at the time of the meeting, they were not discussed and it was agreed that the Clerk would request an extension to the deadline to comment on these proposals and that they would be considered at the November meeting.

- (b) The Council accepted correspondence from Flintshire County Council's Head of Planning regarding planning applications on which the Council had previously submitted observations.

(i) **063769** Delegated Officer Approved 10/09//2021

PROPOSAL: Proposed wider external doors to side elevation. Proposed alterations to existing windows. Proposed addition of roof detail over existing rear window at single story level.

AT: Rusan, The Green, Northop, Flintshire CH7 6BD

(No objections raised by Northop Community Council to this application).

(ii) **063029** Delegated Officer Approved 09/09/2021

PROPOSAL: Erection of two storey side extension.

AT: 1 St Peters Park, Northop, Flintshire CH7 6DP

(No objections were raised by Northop Community Council to this application).

6. ACCOUNTS

- (a) To approve the payment of the following accounts:-
- (i) **Clerks Salary** – October 2021 Mrs S C Lovell at **£614.64 (Net); Cheque Number 002333**
 - (ii) **HMRC** – Income Tax in respect of Clerk's salary paid October 2021 at **£46.40; Cheque Number 002334**
 - (iii) **Clwyd Pension Fund** Employers & Employee Pension contribution for Clerk October 2021 at **£182.79; Cheque Number 002335**
 - (iv) **Jim's Mowing** – Grass Cutting and all waste removed at the Band Room/Car Park site in Northop on the 2nd and 16th September 2021 at **£120.00 (each visit £60.00); Cheque Number 002336**
 - (v) **Susan C Lovell** – Payment for 24 Large Event Poppies from The Poppy Appeal (Royal British Legion) at **£84.00; Cheque Number 002337**
 - (vi) **JDH Business Services** – Internal Audit Fee 2020/21 at **£167.83 Cheque Number 002338**
 - (vii) **Delfryn Design** – Domain hosting, name, registration and email facility from 27/10/21 - 26/10/22 and updating service 27/10/21 – 26/10/22 at **£456.00; Cheque Number 002339**
 - (viii) **Community Heartbeat Trust** – Annual Support Costs Year 3 01/10/21 – 01/10/22 at **£162.00; Cheque Number 002340**
 - (ix) **The Poppy Appeal** – Purchase of x 2 Remembrance Wreaths at **£50.00; Cheque Number 002341**

The Clerk noted that the charge for Delfryn Design website management had increased, as it is now necessary to update the website three times per month as opposed to twice per month (as draft minutes are now required to be uploaded to Town & Community Council websites within 7 days of the meeting). Occasional updates such as additional information in terms of Councillor details/photos and other information, is already allowed for.

Additionally, the invoice approved for payment at the September meeting for **Flintshire County Council Street Lighting Monthly Inspections for April, May & June 2021 at £218.76**; Cheque Number 002330 had been cancelled, as the invoice received was for Northop Hall Community Council and not Northop Community Council.

Councillor Watkin proposed the accounts be approved and this was seconded by Councillor Carlin. All Members were in agreement.

Motion Carried Unanimously

7. MATTERS RAISED BY MEMBERS

There were no matters raised by members this month.

8. TRAFFIC MATTERS

Councillor Brebner reported that the VAS signs for Northop and Sychdyn have still not arrived and that despite writing to Lee Shone last week, she has still not received a response. It was requested that the Clerk follow up this matter with Lee Shone, Streetscene.

9. UPDATE ON THE A55/A494/A548 - DEESIDE CORRIDOR PROJECT

Councillor Brebner informed members that an open letter had been prepared and that it would be forwarded to the Clerk to circulate to members for their support.

12. SUMMARY OF EXPENDITURE FOR THE FINANCIAL YEAR ENDING 31ST MARCH 2022 (AS AT 30TH SEPTEMBER 2021)

- (a) The Clerk as Responsible Finance Officer had shared the Quarterly Finance Report, as at the 30th September 2021 with members prior to the meeting, highlighting the total expenditure from the end of June through to the end of September. Members accepted the report.

The Clerk confirmed that the street lighting upgrade programme has now been completed and that the invoice had been paid in November 2019. Therefore, the money set aside in the 2021/22 budget, is no longer required.

Prior to leaving the meeting, Councillor Bateman noted that the matter of ownership Of specific street lighting columns outside of the Community Council boundary Should be pursued, as the Community Council may be due a refund for monies paid for maintenance and energy on the specific disputed lights.

- (b) The Bank Reconciliation as at the 30th September 2021 was also shared with members prior to the meeting, for their consideration. All accounts and monies balanced and members agreed to accept the Bank Reconciliation.

13. ANNUAL GRANTS TO LOCAL ORGANISATIONS

Councillors discussed the allocation of annual grants to local organisations and approved the following grants, subject to the audited accounts being made available for the Clerk, as Responsible Finance Officer, to view.

Northop Memorial Institute at £1,500

Councillor Watkin proposed that the Council award this grant of £1,500 to Northop Memorial Institute and this was seconded by Councillor Millar. All members were in agreement.

Sychdyn Memorial Hall at £1, 500

Councillor Deane proposed that the Council award the grant of £1,500 to Sychdyn Village Hall and this was seconded by Councillor Scott.

St. Peter's Churchyard, Northop at £1,000

Councillor Watkin proposed that the Council award the grant of £1,000 to St. Peter's Churchyard and this was seconded by Councillor Deane.

Flintshire Citizen's Advice Bureau at £100

Councillor Watkin proposed that the grant for £100 be awarded to Citizen's Advice Bureau and this was seconded by Councillor Deane.

All the above proposals were agreed by members.

Motion Carried Unanimously

It was noted that Northop Memorial Institute will be eligible to claim the total accumulated grants for the financial years 2019/20 and 2020/21 when the audited accounts have been provided.

Members agreed that the grant for Northop Silver Band would be discussed at the November meeting.

14. RISK ASSESSMENT 2021/22

The updated Risk Assessment had been shared with members prior to the meeting, for their consideration. Councillor Deane proposed that the Risk Assessment for 2021/22 be accepted and this was seconded by Councillor Watkin. All Councillors were in agreement. Motion Carried Unanimously.

15. INVESTMENT STRATEGY 2021/22

The updated Investment Strategy had been shared with members prior to the meeting for their consideration. Subject to the date being amended by the Clerk, Councillor Deane proposed that the Investment Strategy for 2021/22 be accepted by Council and this was seconded by Councillor Watkin. All members were in agreement. Motion Carried Unanimously.

16. SANDHOLE FIELD

- (a) The Clerk had shared details of the quotes received for the desilting of the ditch at the Sandhole Field prior to the meeting, for members to consider.

Councillor Mackey had visited the site, met the licensee and observed that at least 5 metres of overgrowth and trees would need to be removed before the ditch could be desilted. He also informed members that the tree which had been made safe and cut down, had been placed in the ditch along with the tree shavings by the contractor and that this would undoubtedly be contributing to the ditch being blocked.

Members received the letter from Mr Williams. Council agreed that the Clerk contact the contractor and request that he remove the tree and tree shavings from the ditch and that once the overgrowth and general vegetation has died back, members would review the blockage in the ditch and ascertain whether it is in a specific area rather than the running the complete length of the ditch.

- (b) The Clerk is continuing to liaise with Legal Property Services at Flintshire County Council regarding the deeds to the site. Members agreed to extend the rental agreement for a further six months and to advise the licensee of the above information.

18. FOR INFORMATION

(a) Publishing Draft Minutes

The Clerk advised members that the Welsh Government now require all Town & Community Councils to publish their draft minutes on their websites within 7 days of The meeting being held. The Clerk had undertaken this in September and ensured that The minutes when uploaded, were clearly identified as draft. They will then be replaced on the website with the approved minutes, when they have been approved.

The meeting closed at 20.45pm.

**IN ACCORDANCE WITH NORTHOP COMMUNITY COUNCIL'S
CODE OF CONDUCT**

COUNCIL MEETING	DATE: 11TH October 2021
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There were several new declarations of interest made at the meeting.

MEMBER	ITEM	MIN. NO. REFERS
Councillor A. Brebner	Agenda Item 5	Page 4/5
Councillor Bateman	Agenda Item 5	Page 5
Councillor J. Millar	Agenda Item 11	Page 2
Councillor L. Deane	Agenda Item 13(a)	Page 7/8
Councillor R. Mackey	Agenda Item 13(a)	Page 7/8
Councillor L. Scott	Agenda Item 13(a)	Page 7/8
Councillor A. Watkin	Agenda Item 13(b)	Page 7/8
Councillor M. Bateman	Agenda Item 13(b)	Page 7/8
Councillor P. Lawton- Hughes	Agenda Item 13(b)	Page 7/8
Councillor L. Scott	Agenda Item 13(d)	Page 7/8