

NORTHOP COMMUNITY COUNCIL

Minutes of the Annual General Hybrid Meeting of Northop Community Council held on Monday 9th May 2022

PRESENT: Councillors Joanne Millar, Pauline Lawton-Hughes, Marion Bateman, Alison Brebner, Rob Mackey, Linda Scott, Cara Baker and the Clerk.

APOLOGIES: There were no apologies received.

1. WELCOME AND DECLARATION OF OFFICE

Councillor Scott welcomed members to the first hybrid meeting. All members of the Council signed the new Declaration of Office forms, witnessed by the Clerk. The forms to be returned to the Clerk.

CHAIR'S REPORT

Councillor Scott presented her Chair's report for 2021/22. A copy is attached to the minutes for reference.

2. ELECTION OF CHAIR, DECLARATION OF ACCEPTANCE OF OFFICE AND INVESTITURE WITH CHAIN OF OFFICE

Councillor Bateman nominated Councillor Millar as Chair for 2022/23 and this was seconded by Councillor Lawton-Hughes. There were no other nominations. Councillor Millar stated she was happy to accept the role of Chair and Councillor Scott congratulated her successor.

3. APPOINTMENT OF VICE CHAIR

Councillor Bateman nominated Councillor Baker as Vice Chair and this was seconded by Councillor Lawton-Hughes. There were no other nominations and Councillor Baker confirmed she was willing to accept the role of Vice Chair for 2022/23.

At this stage in proceedings, Councillor Scott handed over chairing the meeting to Councillor Millar.

4. DECLARATIONS OF INTEREST

There were three new declarations of interest made at the meeting. Councillor Brebner declared a personal interest in Agenda Item 24 (b) being a member of

Northop 2000 and 27 (b). Councillor Millar and Councillor Baker declared a personal interest in Agenda Item 24 (a), both being members of Sychdyn 2021 Committee. All members to complete the Declaration of Interest form and return to the Clerk.

5. VACANCIES

Members were advised by the Clerk that as six members had stood down prior to the May election 2022, there are now three vacant seats in the Sychdyn ward and three vacant seats in the Northop ward and that under the Local Government (Wales) Measure 2011, Section 116 a Notice of Co-option has to be advertised following the meeting. The Notice will seek expressions of interest from duly qualified members of the public, who are interested in representing their community.

Members agreed that the usual co-option process will be followed and the Notice of Co-option will be advertised for a period of two weeks, across both wards. The interview panel will comprise the Chair, Vice Chair and a representative from the Sychdyn ward (Councillor Lawton-Hughes) and a representative from the Northop ward (Councillor Scott).

6. POLICE MATTERS

The Clerk reported that she had liaised with PCSO Lucy Davies prior to the meeting to request an update regarding policing matters in both villages.

Northop

The Police had been made aware of speeding drivers in the village and are continuing to monitor.

Sychdyn

Reports had been received regarding a fallen tree and a stolen bike from an open garage. Unfortunately, there was no CCTV available to capture and help identify the perpetrator.

As the Community Council are now holding hybrid meetings, PCSO Davies confirmed a PCSO representative will be able to attend meetings in person and update members regarding policing matters in both villages, when duty rotas allow.

Councillor Lawton-Hughes informed members that the Community Alert link had highlighted that BMW vehicles parked on resident's driveways/outside houses are being targeted and houses being broken into to access the vehicle keys. Local residents are advised to be vigilant.

The Community Alert System allows the Police to send appeals if they require information in relation to an incident or if they require CCTV footage. Members can sign up online via the link <https://www.northwalescommunityalert.co.uk/>

7. MINUTES

A copy of the draft minutes of the Ordinary Meeting held on the 14th March 2022 and the Extraordinary Meeting held on the 4th April 2022 had been shared with all members prior to the meeting.

Councillor Bateman proposed that the minutes of the 14th March 2022 be accepted as a true and accurate record of the meeting and this was seconded by Councillor Brebner. All members were in agreement.

Motion Carried Unanimously

Councillor Brebner highlighted that on page two of the minutes of the EGM on the 4th April 2022, the figure in paragraph four should read £10 million and not £1 million. Councillor Bateman proposed that the minutes of the 4th April 2022 be accepted, on the basis that the amendment above is made. This was seconded by Councillor Brebner. All members were in agreement.

Motion Carried Unanimously

Matters Arising

Councillor Brebner requested that the discussion regarding the Training Report be diarised for the meeting in September 2022. All members were in agreement.

8. PAYMENTS TO MEMBERS

- (a) Members had been sent a form to complete and sign regarding whether they wish to accept or forgo the Councillor Allowance for 2022/23. Forms to be returned to the Clerk. Councillor Brebner requested a form.
- (b) Members agreed that the £200 allocated for the Chair's Allowance for 2022/23 is sufficient.

9. OUTSIDE ORGANISATIONS

Members considered the representative positions with other organisations and agreed to postpone the discussion until the July meeting, when there will be a more complete Council in place, to consider representative positions.

10. STREETSCENE ISSUES

Members discussed the matter of the poor condition of the pavement between Northop and Sychdyn which had been raised by a Sychdyn resident at the March 2022 meeting. Councillor Bateman informed members that she had met with Katie Wilby, Chief Officer (Streetscene and Transportation) at Flintshire County Council

and raised the matter. The condition of the pavement is assessed annually and the County Council are aware of the concerns raised.

Councillor Scott also raised the poor condition and narrowness of the pavement from Northop to the college.

Councillor Brebner reported that the 40mph sign towards the college is obscured by foliage and Councillor Mackey reported similar road signs on the Connah's Quay Road were also virtually invisible. Councillor Bateman advised members that she had liaised with Streetscene previously, to request that they ensure all road signs are visible. The Chair suggested that the Clerk write to Kate Wilby regarding the Community Council's concerns regarding the above matters. All members were in agreement.

Councillor Lawton-Hughes informed members that the position of the VAS sign in Sychdyn has been moved. Councillor Bateman informed Council that the matter had already been reported to Streetscene.

11. PLANNING APPLICATIONS

(a) To consider the following planning applications:

(i) **064358**

PROPOSAL: Erection of a single storey rear extension to form kitchen and lounge.

AT: 11 Aber Crescent, Northop, Mold, Flintshire CH7 6DB

Members were unable to discuss this application, as the application was not yet open for comments. It was resolved to discuss the application at the next meeting and the Clerk to request an extension to the deadline to comment if required.

(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) **063674** Delegated Officer Refused 13/04/2022

PROPOSAL: Change of use of existing Grade 2 listed stone outbuilding into a three bedroom holiday let.

AT: Mynalchog, Northop, Mold, Flintshire CH7 6AF

(ii) **063675** Delegated Officer Refused 13/04/2022

PROPOSAL: Listed building application for change of use of an existing Grade 2 listed stone outbuilding into a three bedroom holiday let.

AT: Mynalchog, Northop, Mold, Flintshire CH7 6AF

- (iii) **064358** Certificate of Conformity Agreed 12/04/2022
PROPOSAL: Erection of single storey rear extension to form kitchen and lounge.
AT: 11 Aber Crescent, Northop, Mold, Flintshire CH7 6DB
- (iv) **060766** Delegated Officer Approved 12/04/2022
PROPOSAL: Construction of two new dwellings.
AT: The Spinney, The Green, Northop, Mold, Flintshire CH7 6BD
- (v) **063803** Delegated Officer Approved 19/04/2022
PROPOSAL: Retention of existing marquee for a further three year period to Cater for weddings and general function in conjunction with hotel use.
(Previously approved under Planning reference 059147)
AT: Soughton Hall, Soughton, Mold, Flintshire CH7 6AB
- (vi) **063804** Delegated Officer Approval 19/04/2022
PROPOSAL: Listed building application – retention of existing marquee for a further three year period to cater for weddings and general function in conjunction with hotel use. (Previously approved under Planning reference 059147).
AT: Soughton Hall, Soughton, Mold, Flintshire CH7 6AB
- (vii) **063983** Prior Approval Not Required
PROPOSAL: Application for prior notification of proposed agricultural development – erection of implement and fodder store.
AT: Gell Farm, Pinford Lane, Altami, Mold, Flintshire CH7 6HE

The Chair proposed that Agenda Item 12 Accounts be discussed at a later stage in the meeting, to allow for consideration of donation requests. All members were in agreement.

13. MATTERS RAISED BY MEMBERS

- (a) **30mph Sign Northop** (Councillor L. Scott)

The Clerk had liaised with Streetscene and the sign has now been replaced.

14. TRAFFIC MATTERS

Councillor Scott enquired when the consultation regarding the traffic issues in Northop is due to take place. Councillor Bateman confirmed she had raised the matter at County level prior to the election and was advised that it should commence in May/June 2022. Councillor Bateman stated that she would inform members as soon as she has been advised of a specific date.

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

There was no update on the above matter this month. Councillor Brebner advised that the report is still being considered by the Committee.

16. MANAGEMENT PLAN – NORTHOP CAR PARK & ENVIRONS

Councillor Mackey had met on site with Councillor Carlin prior to the election and following discussion, it had been agreed that Councillor Carlin would complete a report for Council, detailing the works proposed. The report has not been received, as Councillor Carlin has now stood down as a member.

Members agreed that new quotes need to be obtained, with the brief for contractors being to resolve the problem of the standing water and gully issues. Councillor Mackey and Councillor Scott agreed to meet with contractors on site to advise of the gully problem.

Councillor Brebner suggested that Council clarify that the Car Park land is owned by the Community Council prior to commencing any works or obtaining any further quotations. The Clerk to check the information kept on file.

17. INTERNAL AUDIT 2021/22

- (a) Councillor Brebner proposed that Council authorise the Chair and Clerk as Responsible Finance Officer, to sign the Annual Return for submission to the Internal Auditor by the 14th May 2022. This was seconded by Councillor Lawton-Hughes. All members were in agreement.

Motion Carried Unanimously

18. SANDHOLE FIELD

- (a) Councillor Brebner had compiled a report which had been shared with members prior to the meeting. Councillor Brebner detailed the current situation and members discussed the suggested recommendations. The investigation had highlighted that Northop Community Council only own half of the land and that there is a possessory title on the other half of the Sandhole land. Members agreed that there was no point in contesting the possessory title, as it is a possessory title and the Community Council have no evidence to contest ownership, despite maintaining the whole of the land. The ownership of the land brings liabilities to the Council under the Environmental Protection Act 1990 and the Environmental Damage (Prevention and Remediation) Regulations (2015 for England and 2009 for Wales) (ED Regulations).

Current legislation places liability for harm to the environment (that is, damage to species, habitats, SSSI, surface water or groundwater, and land) with the landowner or initially those who knowingly caused the pollution. In this

instance, there has been no previous landowner and the evidence suggests that Northop Parish Council agreed to the use of the site as a waste disposal site. Breach of the governing legislation is a criminal offence. The Community Council individual members can be held liable for the actions of the Council under the Local Government Act 2000.

Before contemplating any further use of the land, it is essential that the Community Council establish a more informed picture of the nature and extent of the material which exists under the surface of the Sandhole Field.

Councillor Lawton-Hughes proposed that the Community Council should act promptly to resolve the issues arising from the evidence gathered demonstrating ownership of the Sandhole Field as follows:

- 1) Not to pursue desilting the ditch or the request for Natural Resources Wales undertake any investigations on the land at present;
- 2) Advise the temporary occupancy licence holder that they may only occupy the land owned by Northop Community Council under the current licence. Councillor Millar and Councillor Baker to arrange to meet on site with the licensee;
- 3) Erect a boundary fence between on the limit of ownership by Northop Community Council bounding the land registered under Possessory Title by others. A representative of the Community Council to be present, to advise of the correct location of the boundary line;
- 4) Instruct the Community Council solicitor to register the ownership of land parcel CL22 in favour of Northop Community Council;
- 5) Advise Flintshire County Council Legal Department of the land registration;
- 6) Update the Community Council Asset Register on receipt of confirmation of Registration;
- 7) Consult with Flintshire County Council Technical Services to engage technical advice in respect of limited site investigation;
- 8) Identify the location of a test pit and carry out limited site level survey to relate the test pit excavation to the immediate surrounding land and in particular to then adjacent water course embankment and bed of the watercourse;
- 9) Arrange for a test pit to be excavated under professional supervision of a Geotechnical Engineer. Test pit logs to be recorded giving the nature of formation layers, thicknesses and depth. Test pit position to be recorded and infilled after inspection. Test pit log and summary report to be obtained from the Geotechnical Engineer;
- 10) Opinion sought from Flintshire County Council Technical Services, as to the likely level of residual waste logged (if any) and the practical risk of it causing pollution at the land surface level and bounding water course. The outcome of the opinion from Flintshire County Council will inform what action the Community Council take regarding the future use of the land.
- 11) To write to Andy Roberts at Flintshire County Council regarding information provided to the developer of the new estate to the rear of the Sandhole, when they made statutory enquiries about the existence of any waste tip in the vicinity of the new development;

This was seconded by Councillor Brebner and a vote taken, with all members in favour.

Motion Carried Unanimously

- (b) Members received the request from a local resident that Council refer to the Sandhole at all future Council discussions, as the Sandhole Refuse Tip. Members agreed to continue to refer to the land as the Sandhole, as recorded in documentation completed by the Commons Commissioner in 1973.

19. RECISSION OF PREVIOUS RESOLUTION REGARDING CLERK SALARY SCALE REVIEW (APRIL 2021)

- (a) At the previous meeting in March 2022, the Clerk had advised members that the Standing Orders state that a decision of the Council cannot be reversed within six months except by a special resolution, which requires the names of at least five members of the Council. Therefore, any discussion regarding the option to reverse the decision regarding awarding an incremental increase for April 2021/22 would need a special resolution and be considered at a future meeting.

Councillor Scott proposed that the previous decision of Council be reversed by special resolution and this was seconded by Councillor Lawton-Hughes. A vote was taken, with all members in agreement.

Motion Carried Unanimously

- (b) Councillor Scott proposed that members approve the increment increase in the salary scale for the Clerk from SCP 12 to SCP 13, backdated from April 2020 to April 2021. This was seconded by Councillor Brebner and a vote taken, with all in favour.

Motion Carried Unanimously

20. NORTON SECURITY FOR COMMUNITY COUNCIL LAPTOP

Members approved the payment for the renewal of the Norton security for the Community Council laptop for 2022/23.

21. RENEWAL OF THE COUNCIL'S INSURANCE POLICY

Councillor Baker proposed that Council approve the Zurich insurance quote for 2022/23 and this was seconded by Councillor Brebner. All members were in favour.

Motion Carried Unanimously

22. MULTI-LOCATION MEETINGS

Members agreed that the hybrid meeting seemed to be working well using the existing equipment. Councillor Scott advised that Council were using her personal equipment and Councillor Baker advised that she could bring her equipment should Councillor Scott be unable to at any time. The Chair also stated that should there be any difficulties with equipment, the meeting could return to being held remotely if necessary.

23. ONE VOICE WALES MEMBERSHIP 2022/23

Councillor Mackey advised that the membership had not lapsed previously, members had agreed that they did not wish to renew membership. Councillor Mackey proposed that Council do not take up the offer of membership this time and this was seconded by Councillor Brebner. All members were in agreement.

Motion Carried Unanimously

24. REQUESTS FOR FUNDING**

- (a) Members discussed the request for funding assistance from Sychdyn 2012 Committee for financial assistance towards the cost of organising events to celebrate the Queen's Platinum Jubilee in Sychdyn. The planned event is to take place on the 5th June. Councillor Mackey proposed that a donation of £1000 be made and this was seconded by Councillor Bateman. A vote was taken with all members in favour.

Motion Carried Unanimously

- (b) Members also consider the donation request from Northop 2000 to assist with the costs of planned events to celebrate the Platinum Jubilee in Northop. Councillor Mackey proposed that a donation of £1000 be made, with a condition attached that the donation from the Community Council is not spent on the purchase of any fireworks, as listed in the application under purposes that the donation is required. This was seconded by Councillor Bateman and a vote taken, with all members in favour.

Motion Carried Unanimously

25. CODE OF CONDUCT TRAINING

The Clerk advised that Flintshire County Council has arranged dates for Code of Conduct training in May and June 2022. The training is compulsory for all members. The dates are Tuesday 24th May 6-8pm, Monday 30th May 6-8pm and Tuesday 14th June 6-8pm. A further training session will be arranged later in the year (October 2022) to accommodate any new members co-opted to the Community Council following the May election.

It was agreed that members would advise the Clerk which training dates they wish to attend.

26. COMMUNITY COUNCILLOR PERSONAL DETAILS

The Clerk advised Council that Flintshire County Council no longer require their members to share their personal contact details in the public domain. It is sufficient to have a central point of contact who can liaise and share information with members. It was agreed that members would individually advise the Clerk of their preference regarding information to be shared on the Northop Community Council website and the Clerk to ensure any amendments to the website are made.

12. ACCOUNTS

- (a) To approve the payment of the following accounts:-
- (i) **Clerks Salary – April 2022 Mrs S C Lovell at £691.57 (Net); Cheque Number 002382**
 - (ii) **HMRC – Income Tax & NIC's in respect of Clerk's salary paid May 2022 at £179.37; Cheque Number 002383**
 - (iii) **Clwyd Pension Fund Employers & Employee Pension contribution for Clerk May 2022 at £239.93; Cheque Number 002384**
 - (iv) **Susan C Lovell – Payment for Zoom Pro May 2022 at £14.39; Cheque Number 002385**
 - (v) **L. Scott – Reimbursement for Payment for Donation (Chair Allowance towards Queen's Platinum Jubilee events) £100 to Northop 2000 and £100 to Sychdyn 2012 Committee at £200; Cheque Number 002386**
 - (vi) **Sychdyn 2012 Committee – Donation at £1000; Cheque Number 002387**
 - (vii) **Northop 2000 – Donation at £560; Cheque Number 002388**
 - (viii) **Susan C Lovell – Reimbursement for Payment to Norton Security for NCC Laptop Annual security cover at £64.99; Cheque Number 002389**
 - (ix) **Zurich Municipal Insurance Cover from 01/06/2022 – 31/05/2021 at £496.95; Cheque Number 002390**
 - (x) **Thomas Fattorini Ltd – x 2 new badges for Chain of Office at £125.21; Cheque Number 002391**
 - (xi) **Information Commissioner's Office – Annual Data Protection Fee 2022/23 at £40.00; Cheque Number 002392**
 - (xii) **One Voice Wales – Membership 2022/23 at £249.00; Cheque Number 002393**

Councillor Millar proposed that all payments be approved, with the following amendments:

- That the donation to Northop 2000 be increased to £1000;
- With the exception of the payment of £249.00 to One Voice Wales;

This was seconded by Councillor Baker. A vote was taken, with all members in favour.

Motion Carried Unanimously

27. FOR INFORMATION

- (a) Members received the correspondence from the trustees of Holywell Leisure Centre.
- (b) Councillor Brebner requested that the correspondence from Nightingale House Hospice be discussed at the next meeting, as Council has previously donated to other

The meeting closed at 8.26pm

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

COUNCIL MEETING	DATE: 9th May 2022
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There were three new declarations of interest made at the meeting.

MEMBER	ITEM	MIN. NO. REFERS
Councillor A. Brebner	Agenda Item 24 (b) and 27 (b)	Page 8 & 10
Councillor J. Millar	Agenda Item 24 (a)	Page 8
Councillor C. Baker	Agenda Item 24 (a)	Page 8