

## **NORTHOP COMMUNITY COUNCIL**

### **Minutes of the Ordinary Meeting of Northop Community Council held remotely via Zoom Pro on Monday 14<sup>th</sup> March 2022**

**PRESENT:** Councillors Joanne Millar, Pauline Lawton-Hughes, Marion Bateman, Alison Brebner, Rob Mackey, John Carlin, Levi Hamilton, Alan Watkin, Jarred Livesey and the Clerk.

**APOLOGIES:** Received from Councillors Linda Scott, Louise Higgs, Cara Baker and Linda Deane.

#### **1. UKRAINE**

Councillor Scott had proposed that Northop Community Council stand with and support the people of Ukraine. Members were all in agreement and supported Councillor Scott's statement.

#### **2. DECLARATIONS OF INTEREST**

There were no new declarations of interest made at the meeting.

#### **3. POLICE MATTERS**

Following the previous meeting the Clerk had liaised with PCSO Ryan Thomas for an update regarding any Police matters in both villages. PCSO Thomas highlighted the new Community Alert System which he felt maybe beneficial to local residents. It is a system whereby members of the public can sign up to an email list and they will receive a notification alert to users of any untoward activity in the area. For example, if there is a rise in burglaries within a specific street/village, a notification alert is emailed to users with advice to lock their property. The system also 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/>

Councillor Millar suggested that the information regarding the Community Alert System could be shared on the Facebook community pages of both villages. The Clerk to ensure that the information is forwarded to the relevant page administrators.

The Clerk had requested an update for this month however, to date there had been no response. The Clerk to update members should any important information be received from PCSO Thomas prior to the next meeting.

#### **4. MINUTES**

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

**Motion Carried Unanimously**

#### **Matters Arising**

There were no matters arising.

#### **5. STREETSCENE ISSUES**

Streetscene issues raised included concerns regarding the deteriorating condition of the pavement from Northop to Sychdyn and the pavement from Northop to the College, the ongoing parking issue in and around the High Street in Northop and the difficulty of waste collection vehicles and other emergency vehicles accessing areas in Northop including Pilgrim's Close due to cars parked on the access road.

Councillor Bateman informed members that these were all ongoing issues which she has previously raised with the County Council. Councillor Bateman has a meeting planned with Katie Wilby, Chief Officer (Streetscene and Transportation) at Flintshire County Council this coming week and all the above issues will be raised.

#### **6. PLANNING APPLICATIONS**

(a) To consider the following planning applications:

(i) **063775**

**PROPOSAL:** Addition of external door to utility room.

**AT:** Land adjacent Offa Bank, Wats Dyke, Soughton, Mold, Flintshire CH7 6DX

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.

(ii) **063931**

**PROPOSAL:** Proposed extension and alterations to provide Annexe accomodation.

**AT:** Bryn Seion Chapel, London Road, Soughton, Mold, Flintshire CH7 6EL  
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.

- (ii) **064006**  
**PROPOSAL:** Erection of a two storey extension to annexe to house family on upper floor and grandparents on lower floor (previously refused on application 063085).  
**AT:** Cobblers Wood Farm Annexe, Altami Road, Sychdyn, Mold, Flintshire CH7 6RH  
Members were advised that this application had been considered at the previous meeting and members had raised no objections raised by Northop Community Council to this application.
- (vi) **063802**  
**PROPOSAL:** Proposed conversion of existing agricultural outbuilding to form 1no. Rural Enterprise (Agricultural Worker's) dwelling.  
**AT:** Mount Pleasant Cottage, Altami Road, Soughtin, Mold, Flintshire CH7 6RH  
(There were objections raised regarding this application by Northop Community Council).
- (vii) **064114**  
**PROPOSAL:** Local Authority Consultation made under Section 42 of the Planning Act 2008. Pre-application statutory consultation made by Liverpool Bay CSS Limited for an Order granting Development Consent for the Hynet North West Carbon Dioxide Pipeline.  
**AT:** Cheshire England to Flintshire Wales  
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.
- (viii) **064037**  
**PROPOSAL:** Garage conversion. New rear doors on rear elevation and high level non opening obscure window to the side elevation.  
**AT:** 14 Fox Field, Northop, Flintshire CH7 6GQ  
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.
- (viii) **064053**  
**PROPOSAL:** Change existing flat roof areas to pitched roof. **AT:** Pwll Y Gaseg, Soughton, Mold, Flintshire CH7 6AE  
(There were objections raised regarding this application by Northop Community Council).

- (ix) **063936**  
**PROPOSAL:** Formation of new slurry lagoon to improve the existing slurry management system on the farm to conform with the requirements of The Water Resources (Control of Agricultural Pollution) (Wales) Regulations 2021. The structure is not to accommodate an increase in stock number.  
**AT:** Bryn Mawr Farm, Allt Goch Lane, Northop, Flintshire CH7 6DL  
At the February meeting, members had been unsure whether this application was within their boundary and it was resolved that the Clerk would check and if appropriate members would discuss the application at the March meeting and the Clerk to request an extension to the deadline to comment if required. Despite several emails to the Planning Officer and Planning Consultation, there was no response. The weekly lists showed that the application has since closed.

Members agreed that the Clerk should write to Mr Andrew Farrow, Head of Planning and make a complaint regarding the above application and the difficulty in commenting on many applications when the details are not available on the Planning website for several weeks.

- (x) **064158**  
**PROPOSAL:** Vary/remove condition – fence to western boundary.  
**AT:** 15 Manor Park, Soughton, Mold, Flintshire CH7 6EQ  
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.

(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) **063503** Delegated Officer Approved 10/02/2022  
**PROPOSAL:** Erection of single storey extension to the rear.  
**AT:** 16 Maes Celyn, Northop, Flintshire CH7 6BA  
(There were no objections raised to this application by Northop Community Council).
- (ii) **063673** Delegated Officer Approved 15/02/2022  
**PROPOSAL:** Construction of annexe accommodation and extension to kitchen.  
**AT:** Ty Carreg, Northop, Flintshire CH7 6AN  
(There were no objections raised to this application by Northop Community Council).
- (iii) **064150** Delegated Officer Approved 04/03/2022  
**PROPOSAL:** Application for approval of details reserved by condition no.5 (materials) attached to Planning Permission reference 062725.  
**AT:** Plantation View, Vownog, Soughton, Mold, Flintshire CH7 6EW  
(There were no objections to this application made by Northop Community Council)

Councillor Millar suggested Council consider a motion to vary the order of business at this point. Councillor Bateman proposed that Agenda Item 7 Accounts be discussed following Agenda Item 13 Clerk Salary Scale Review (April 2021) and this was seconded by Councillor Watkin. All members were in agreement.

### **Motion Carried Unanimously**

#### **8. MATTERS RAISED BY MEMBERS**

##### **(a) Northop Jubilee Committee (Councillor A. Brebner)**

Councillor Brebner, although not on the committee for Northop 2000, had been approached by members of the Northop Jubilee Committee, asking whether there was a form to complete to request a donation from the Community Council for events to commemorate the Queen's Platinum Jubilee. Northop Jubilee Committee are unable to comply with the requirements of the form, as being a newly formed group, they have no existing funds or bank account and have therefore requested confirmation as to whether it is appropriate for them to liaise with Northop 2000 and they submit the form on behalf of Northop Jubilee Committee.

Members agreed that this arrangement is appropriate and would consider a request from Northop 2000 when received.

#### **9. TRAFFIC MATTERS**

Councillor Bateman confirmed that she would be requesting a public consultation regarding traffic issues in Northop.

#### **10. UPDATE ON THE A55/A494/A548 - DEESIDE CORRIDOR PROJECT**

There was no update on the above matter this month.

#### **11. MANAGEMENT PLAN – NORTHOP CAR PARK & ENVIRONS**

(a) Councillor Mackey and Councillor Carlin had been unable to meet as planned to make recommendations to the March meeting, as to how to proceed regarding the repair. Councillor Mackey and Councillor Carlin to liaise and make arrangements to be made to undertake the site visit prior to the next meeting.

(b) Councillor Mackey proposed that in view of the confidential nature of the business about to be transacted, involving discussions regarding financial details and commercial contracts, that it is advisable in the public interest that the press and public be temporarily excluded. This was seconded by Councillor Watkin. A vote was taken with all members in agreement.

### **Motion Carried Unanimously**

## 12. REQUESTS FOR FUNDING\*\*

- (a) Members discussed the request for funding assistance from Sychdyn Bowling Club, having had the opportunity to consider the financial accounts prior to the February meeting. Following additional information, Councillor Bateman proposed that a donation of £750 be made to the Club and this was seconded by Councillor Watkin. A vote was taken with all members in favour.

### **Motion Carried Unanimously**

- (b) Councillors received the correspondence requesting a financial donation from Llangollen Eisteddfodd.

## 13. CLERK SALARY SCALE REVIEW (APRIL 2021)

- (a) The Clerk 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.

- (b) Members considered the National Salary Award for 2021/22. Councillor Watkin proposed Council approve the National Salary Award 2021/22 new rate of pay and that it be backdated to April 2021. This was seconded by Councillor Bateman. All members were in agreement.

### **Motion Carried Unanimously**

The Clerk formally requested that an annual review be arranged for the Clerk. Members agreed and confirmed that this should take place in March annually and should be undertaken by the Chair, Vice Chair and one other member.

## 7. ACCOUNTS

- (a) To approve the payment of the following accounts:-

- (i) **Clerks Salary – March 2022 Mrs S C Lovell at £862.58 (Net); Cheque Number 002370**  
**Includes Incremental Increase SCP 12 to SCP 13 backdated from April 2021 to March 2022 and National Salary Award 2021/22 backdated from April 2021 to March 2022 Reimbursement of Expenses including Mileage, Postage & Stationery from 01/02/2021 – 31/03/2022 at total of £40.01**

- (ii) **HMRC** – Income Tax & NIC's in respect of Clerk's salary paid March 2022 (Tax a £101.80 Employee NIC's Contribution at £13.82 & Employer NI at £24.18 at **£139.80 Cheque Number 002371**
- (iii) **Clwyd Pension Fund** Employers & Employee Pension contribution for Clerk March 2022 at **£209.47; Cheque Number 002372**
- (iv) **Susan C Lovell** – Payment for Zoom Pro March 2022 at £14.39; **Cheque Number 002373**
- (v) **AVOW** Payroll Services December 2021 – March 2022 and Year End Fees at **£63.00; Cheque Number 002374**
- (vi) **AVOW** Payroll Charges March 2022 for running Payroll twice at **£10.00; Cheque Number 002375**

The Clerk advised that Payroll would need to amend the salary, HMRC and Clwyd Pension Fund figures now that the Incremental Increase SCP 12 to SCP 13 due to be backdated from April 2021 to March 2022, is to be discussed at a future meeting. Councillor Bateman proposed that the payments be approved subject to Payroll amending the Clerk's salary for March 2022 and this was seconded by Councillor Mackey. All Members were in agreement.

### **Motion Carried Unanimously**

#### **14. FUTURE MULTI LOCATION MEETINGS**

Councillor Brebner stated that she felt the issues raised as part of the Local Government and Election (Wales) Act 2021: Community and Town Council's statutory guidance had not been fully discussed. The consultation relates to the following areas:

#### **Eligibility to Exercise the General Power of Competence**

Members agreed that this was not relevant to Northop Community Council and was not something that they wished to pursue.

#### **Access Meetings from Multiple Locations**

Members agreed that they have a responsibility to take reasonable steps to ensure meetings can be held from multi locations, ensuring that facilities are in place to enable members, press and public to attend in person if they wish but also accessible virtually should any members, press or public wish to attend remotely. Councillor Bateman confirmed that Sychdyn Village Hall do not have the necessary facilities to hold multi location meetings. The necessary equipment to undertake multi location meetings was discussed and estimate costings had been provided by the Clerk. Members agreed that they would trial a multi location meeting in May 2022 with existing equipment at the Edith Bankes Memorial Hall. If any additional equipment is required to be purchased, it was agreed it could be discussed further at a future meeting.

#### **Provide Opportunity for Public Participation at Public Council Meetings**

The Clerk advised that the Community Council currently complies with this requirement. As part of each Agenda, members of the press and public are advised

that they should contact the Clerk two days prior to the meeting (excluding weekends) to inform that they wish to attend the meeting and then access details can be provided. This would be the case with multi location meetings also, with information being given to those wishing to attend remotely and details of the location for those attending in person.

### **Publish an Annual Report**

Councillor Brebner highlighted that this was a new requirement of the Act and that an annual report was required to be submitted by the 1<sup>st</sup> April 2022 detailing the Council's priorities, activities and achievements for the previous year. The Clerk agreed to look into whether there was a template for the report.

### **Publish a Training Plan to Support Training for Councillor's and Council Staff**

Councillor Brebner reported that this was also a new requirement of the Act and that the report had to be published by the 5<sup>th</sup> November 2022 reflecting on and addressing whether the Community Council collectively have the appropriate skills and knowledge to deliver its plans effectively. It was agreed that the matter would be discussed as part of a future agenda nearer the submission date.

## **15. ELECTION MAY 2022**

The Clerk had requested that nomination packs be sent out to all members directly from Flintshire County Council and advised that members read the guidance and timetable for the election in May which had been previously emailed to all members. The Notice of Election will be published on Friday 18<sup>th</sup> March 2022.

The Clerk had attended a briefing session for Town & Community Clerk's on Wednesday 9<sup>th</sup> March 2022 and advised strongly advised members that the planned April meeting be cancelled, to ensure the Community Council remain impartial and politically neutral in the run up to the County Council and Town & Community Council elections in May. Councillor Watkin proposed that the April meeting be cancelled for the reason highlighted above and this was seconded by Councillor Lawton-Hughes. All members were in agreement.

### **Motion Carried Unanimously**

## **16. SUMMARY OF EXPENDITURE FOR THE FINANCIAL YEAR ENDING 31<sup>ST</sup> MARCH 2022**

- (a) A copy of the Quarterly Financial Report had been shared with members prior to the meeting for their consideration. There were no questions and members received the report.
- (b) Details of the proposed budget for 2022/23 were also shared with members prior to the meeting. The Clerk, as Responsible Finance Officer, clarified that it was proposed for the budget for Buildings/Repairs/Road Signs & Litter for



2022/23 be reduced from £2,000 to £1,000 as there had been a significant underspend during 2021/22. Members were in agreement with this proposal, aware that should any additional monies be required for this budget during 2022/23, they could be allocated from General Reserves. Councillor Watkin proposed that the budget be approved for 2022/23 and this was seconded by Councillor Millar. A vote was taken with all members in favour.

**Motion Carried Unanimously**

**17. ASSET REGISTER**

A copy of the updated Asset Register had been shared with members prior to the meeting for review. Councillor Mackey proposed that members approve the Asset Register and this was seconded by Councillor Watkin.

**Motion Carried Unanimously**

**18. SANDHOLE FIELD**

(a) The Clerk advised members that the contractors who had previously quoted to desilt the ditch were unable to provide a date to undertake a further site visit to re quote for the work. Councillor Hamilton had undertaken a site visit and obtained a quote from a further local groundwork contractor and shared the details of the quote with members. Members agreed that the Clerk should liaise with Natural Resources Wales for advice and guidance prior to any contract work commencing and feedback the response to Council.

**19. FOR INFORMATION**

Information regarding the Consultation on the draft Assessment of Well-being Flintshire was shared with members and confirmation provided that the consultation closes on 20<sup>th</sup> March 2022.

**The meeting closed at 8.18pm.**

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

<b>COUNCIL MEETING</b>	<b>DATE: 14<sup>th</sup> March 2022</b>
------------------------	---

There were no new declarations of interest made at the meeting.

<b>MEMBER</b>	<b>ITEM</b>	<b>MIN. NO. REFERS</b>
<b>Councillor A. Brebner</b>	<b>Agenda Item 10 (b)</b>	<b>Page 11</b>