

## **NORTHOP COMMUNITY COUNCIL**

### **Minutes of the Ordinary Meeting of Northop Community Council (Multi Location) held on Monday 20<sup>th</sup> June 2022**

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

**APOLOGIES:** Apologies were received from Councillors Marion Bateman and Alison Brebner.

#### **1. DECLARATIONS OF INTEREST**

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

#### **2. POLICE MATTERS**

The Clerk informed members that PCSO Ryan Thomas is leaving his post as liaison for Northop and Sychdyn villages. A brief report was provided by PCSO Lucy Davies.

##### **Northop**

There have been a few road related issues in Northop in the past month, the majority relating to parking or speeding. The Police have contacted Flintshire County Council and raised these issues and are currently awaiting a response.

##### **Sychdyn**

The Police received a report of criminal damage at the Football Club in Sychdyn however, on investigation it was established that no damage had been caused and that the club were aware that the door was broken and the window used to gain access.

#### **3. MINUTES**

A copy of the draft minutes had been shared with members prior to the meeting. Councillor Lawton-Hughes proposed that the minutes of the 9<sup>th</sup> May 2022 be accepted as a true and accurate record of the meeting and this was seconded by Councillor Mackey. All members were in agreement.

##### **Motion Carried Unanimously**

##### **Matters Arising**

There were no matters arising.

#### 4. STREETSCENE ISSUES

The Clerk reported that following the previous meeting, matters including the poor condition of the pavements between Northop and the College and between Northop and Sychdyn and the road signage being overgrown with foliage, had been raised with Katie Wilby, Chief Officer (Streetscene and Transportation) at Flintshire County Council. The response confirmed that the matters would be raised with the Area Manager for their consideration and assessment.

Councillor Scott reported that the refuse collection had not been undertaken in Pilgrim's Close, Northop as the vehicle had been unable to access the Close as a result of parked vehicles restricting the access. The collection had not been rearranged for a further six days. It was noted that this was not a one-off incident. Councillor Mackey expressed concern that due to vehicles restricting the access to Pilgrim's Close, both refuse collection and emergency vehicles may be unable to access it.

Councillor Lawton-Hughes informed members that Flintshire County Council had cleared the ditch which runs alongside the public footpath by Cortonwood in Sychdyn and noted that the VAS sign on Black Brook in Sychdyn was not deterring speeding drivers, as she had witnessed numerous vehicles speeding along Black Brook. Councillor Lawton-Hughes also reported that the foliage around the VAS sign on Black Brook required cutting back. and that the dog bin, near the public footpath by Cortonwood required replacing, as the lid was broken. Councillor Scott also noted that Streetscene had not yet replaced the broken dog bins in Northop.

It was agreed that the Clerk would raise the above issues with the Manager at Streetscene, Flintshire County Council.

#### 6. PLANNING APPLICATIONS

(a) To consider the following planning applications:

(i) **064429**

**PROPOSAL:** Proposed rear extensions, relocation of main entrance and reinstatement of front low level boundary wall.

**AT:** Church Gate Cottage, Church Road, Northop, Flintshire CH7 6BS

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

(ii) **064358**

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

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

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

(ii) **063775**

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

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

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

Council also discussed Planning Application 063312. The objections previously raised by the Community Council had again been shared with the Planning Committee.

## **063312**

**PROPOSAL:** Conversion and extension of industrial unit to office and warehouse.

**AT:** Baling Wire Products, Northop Country Park, Northop Country Park Estate Roads, Northop, Flintshire

Councillor Scott reported that the application had been approved.

Planning Application 063500 is due to be considered by the Planning Committee.

## **063500**

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

**AT:** Northop Country Park ,Northop Country Park Estate Roads ,Northop ,Flintshire

Members agreed to forward their previous objections and no additional issues were raised.

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

There were no planning application outcomes to share with members this month.

## **7. ACCOUNTS**

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

- (i) **Clerks Salary – June 2022 Mrs S C Lovell at £553.61 (Net); Cheque Number 002393**
- (ii) **HMRC – Income Tax & NIC's in respect of Clerk's salary paid June 2022 at £132.00; Cheque Number 002394**
- (iii) **Clwyd Pension Fund Employers & Employee Pension contribution for Clerk June 2022 at £151.47; Cheque Number 002395**
- (iv) **Bloomin Gardens – Grass Cutting and all waste removed at the Band Room/Car Park site in Northop on the 13<sup>th</sup>, 19<sup>th</sup> and 24<sup>th</sup> May 2022 at £195.00 (each visit £65.00); Cheque Number 002396**
- (v) **JDH Business Services Ltd – Internal Audit Fee 2021/22 at £270; Cheque Number 002397**
- (vi) **Flintshire County Council – Sychdyn Play Area Match Funding Invoice Number TY09522 at £1500.00; Cheque Number 002398**

Councillor Mackey proposed that all the payments be approved and this was seconded by Councillor Lawton-Hughes. All Members were in agreement.

## **Motion Carried Unanimously**

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

(a) **Rewilding Verges** (Councillor L. Scott)

Councillor Scott had been approached by a local resident regarding the possibility of Flintshire County Council revising their mowing policy, to allow wild flowers to flourish in

the verges around Northop village and had provided photographs of a red wild flower growing on the local verges.

Members were in agreement with this suggestion and requested that the Clerk liaise with Flintshire County Council regarding the possibility of revising their mowing policy, with an understanding that it may not be appropriate to allow grass and flowers to grow near junctions.

## **9. TRAFFIC MATTERS**

Councillor Scott reported that there was no traffic update this month.

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

Councillor Scott reported that there were no updates this month.

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

- (a) The Clerk informed members that the Car Park and Band Hall site land at Northop had been gifted to Northop Community Council in 1977 and that the conveyance was held on file. There was a Deed of Variation in 1996 and the Band Hall site land was conveyed to Delyn Borough Council and subsequently, Flintshire County Council. The Band Hall site land has been registered as being owned by Flintshire County Council with the Land Registry and the copied documentation is also held on file. The Car Park land does not appear to have been registered as owned by Northop Community Council with the Land Registry.

Councillor Scott proposed that the Community Council register the Car Park land with the Land Registry to ensure ownership is definitive. This was seconded by Councillor Lawton-Hughes and a vote taken, with all members in favour.

### **Motion Carried Unanimously**

In order to progress the gully repair, Councillor Scott proposed that the Community revisit the previous quotes, obtain updated quotes if necessary and approve a contractor to undertake the repair work at the next meeting. This was seconded by Councillor Mackey and a vote taken with all in favour.

### **Motion Carried Unanimously**

## **11. CO-OPTION UPDATE**

The Clerk informed members that there were three applicants for the three vacant seats for the position of Community Councillor in Sychdyn ward and three applicants for the

three vacant seats in the Northop ward. There had initially been four applicants in Northop however, one applicant had since withdrawn.

The co-option procedure was discussed. It was noted that there is no statutory requirement to hold informal interviews for the position of Community Councillor and that the convention of Northop Community Council has been to consider expressions of interest and co-opt the applicant, with informal interview only being introduced when there are more applicants than vacant seats.

Councillor Baker proposed that the panel review the expressions of interest of all applicants, without holding an informal interview, unless it was thought necessary. Councillor Scott seconded this and a vote was taken, with all in favour.

### **Motion Carried Unanimously**

#### **12. NORTHOP COMMUNITY COUNCIL RESIDENTS' AND YOUNG CITIZENS AWARDS**

- (a) Members reviewed the criteria for the awards and Councillor Baker proposed that the criteria be amended to accept applications from individuals and groups and this was seconded by Councillor Lawton-Hughes. A vote was taken, with all in favour.

### **Motion Carried Unanimously**

Councillor Scott proposed that the awards be launched in the Autumn, with the closing date being in November and the awards presented in December. This was seconded by Councillor Lawton-Hughes and a vote taken with all in favour.

### **Motion Carried Unanimously**

#### **13. REQUESTS FOR FUNDING**

- (a) Members discussed the request for financial assistance from Nightingale House Hospice and Councillor Lawton-Hughes informed members that the Community Council had donated previously, as the Hospice had assisted and supported a number of residents of both Northop and Sychdyn villages. Following discussion regarding a donation amount, Councillor Scott proposed that Northop Community Council donate £150 and this was seconded by Councillor Mackey. A vote was taken with all in favour.

### **Motion Carried Unanimously**

#### **14. INTERNAL AUDIT 2021/22**

(a) The Clerk shared the recommendations of the Internal Audit for 2021/22 with members:

- Unpresented cheques should be included in the cashbook;
- The cashbook should show the staff costs (salary and expenses) separately;
- The Annual Return and Bank Reconciliation should be amended accordingly;
- The Risk Assessment should address the risk of supplier (procurement) fraud;
- That ear marked reserves should be identified;

(b) The Clerk, as Responsible Finance Officer, confirmed that the Cashbook, Bank Reconciliation and Annual Return had been amended and that the Risk Assessment has been updated to address this identified risk and had been shared with members prior to the meeting, for their consideration.

(c) Councillor Scott proposed that the Internal Audit recommendations be received, that the amendments be approved and that the Clerk, as Responsible Finance Officer, be authorized to submit the Annual Return to the External Auditor by the 1<sup>st</sup> September, 2022. This was seconded by Councillor Mackey. A vote was taken with all in favour.

#### **Motion Carried Unanimously**

Council agreed that the ear marked reserves should be discussed at the next meeting, to give all members the opportunity to consider any suggestions for future projects.

#### **15. SANDHOLE FIELD**

(a) The Clerk quote updated members on progress regarding the matters relating to the Sandhole Field since the previous meeting:

Natural Resources Wales had been contacted and advised not to progress any investigation of the site at this time, as it had become apparent that part of the land is not owned by Northop Community Council;

Ms Price has been informed of the situation regarding ownership of the Sandhole Field and of the need to erect a boundary between both sections of land. Ms Price was made aware that the Community Council would make arrangements to undertake this;

Rachael Davies, Contaminated Land Officer at Flintshire County Council has provided guidance information regarding Contaminated Land;

Andy Roberts, Flintshire County Council had responded to the Community Council's query regarding information which was shared with the developer of the nearby new estate some years ago, stating that the information was contained within the Developers Application 05454.;

Following discussion, the Community Council agreed it would have a weak case in proving possession of the section of land already registered under a possessory title with the Land Registry and feel the costs of pursuing this could not be justified to the public. Councillor Scott proposed that if there is sufficient documentation to register the section of the Sandhole land (CL 22) under a possessory title, then that would be preferable to undertaking further investigation into the ownership of the land at additional cost and the Council should instruct the solicitor to do this. Councillor Mackey seconded this and a vote was taken, with all members in favour.

### **Motion Carried Unanimously**

Having been made aware that a section of the Sandhole land had been registered under a possessory title, by the trustees of the Wood land Trust, members agreed that it would be appropriate for Councillor Scott to liaise with one of the trustees regarding the Sandhole Field matters. Councillor Millar proposed that erecting a new boundary fence be put on hold until the Council have received an update following Councillor Scott's discussion with the trustee. This was seconded by Councillor Mackey. All members were in favour.

### **Motion Carried Unanimously**

The Clerk informed members that the current temporary licence is due to cease on the 22<sup>nd</sup> July 2022. Members agreed to discuss this matter at the July meeting. The matters raised by Ms Price were discussed and members agreed to respond in writing, confirming the need to undertake a risk assessment of the land.

## **16. FOR INFORMATION**

- a) Members received the letter of thanks from Sychdyn Bowling Club for the donation awarded.
- b) The Code of Conduct Training is mandatory and for those members who have not yet attended the sessions organised in May and June, a further session is to be organised in October 2022. The Clerk to inform members when the date and time is confirmed.
- c) Members received the invite to attend the Pethau Bychain networking group.
- d) The Community Council received the information regarding the Community Ownership Fund 2022.

- e) Members received the letter of thanks received from Northop 2000 for the donation awarded to assist with the Queen's Platinum Jubilee events in the village.
- f) The Clerk advised that the Planning Department were in the process of introducing a new case management system which will provide an enhanced public/citizen portal to access planning application details.

**The meeting closed at 8.16pm.**

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

<b>COUNCIL MEETING</b>	<b>DATE: 20<sup>th</sup> June 2022</b>
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There were no new declarations of interest made at the meeting.

<b>MEMBER</b>	<b>ITEM</b>	<b>MIN. NO. REFERS</b>