

NORTHOP COMMUNITY COUNCIL

Minutes of the meeting of Northop Community Council held at the Memorial Institute, Northop on Monday 11th March, 2019.

PRESENT: Councillors Linda Deane (Chairman), Pauline Lawton-Hughes (Vice-Chairman), Marion Bateman, Alison Brebner, Rachel Hayward, Rob Mackey, Chris Ruddle, Linda Scott, and the Clerk.

APOLOGIES: Received from Councillors Paul Ashley, John Carlin, Jarred Livesey, Jo Millar and Alan Watkin.

1. DECLARATIONS OF INTEREST

No Declaration of Interest were made.

2. POLICE MATTERS

The Clerk shared with members the e-mailed update, which had been provided by PSCO Prytherch, on Police Issues in the community area over the past month:

Northop

- 17/02/2019 – Damage to a car but no entry gained and nothing was taken. No CCTV.
- 18/02/2019 – Repeated damage to signage and lock. No CCTV. Investigations still ongoing.
- 22/02/2019 – Report of large crowd of youths (50-60 youths) and many vehicles seen in the St. Peters Park area. Concerned over a house party in the area. Officers attended and took control of the situation.

Sychdyn

14/02/2019 -18/2/2019 – A number of calls regarding suspicion of rogue traders targeting vulnerable residents, offering help to clean gutters or works to the driveway for payment. Action Fraud was updated and dealing with the financial loss. House to house/CCTV enquiries and high visibility patrols were conducted in the area by PCSOs. OWL was updated and information posted on the North Wales Police social media websites to make others in the area or nearby surrounding areas aware. Victims were given Target Hardening advice and reassurances. High visibility patrols were and are still being conducted in the area. Investigations are still ongoing. No further reports of this or any similar incidents since within the Sychdyn area.

3. MINUTES

The Minutes of the Council meeting of the 11th February, 2019 were confirmed as a true record.

Matters arising

Item 4 – Cllr Livesey reported that although some of the flytipping on The Green had been removed there was still a need to cut back the grassed area and remove the refuse that remains.

Item 16 – The Clerk reported that she had contacted a journalist who had agreed to include a promotional item in The Leader on the Citizen's Award/Young Person's Award. The Clerk to contact the journalist further with full details.

Item 17 – Members heard that the Panel appointed to review the Clerk's Job Description and consider arrangements for short listing and interviews had met on 4th March.

4. STREETSCENE ISSUES

Members reported the following issues:

Northop

- The car park gully continues to overflow in wet weather. The Clerk to report again to Flintshire County Council (FCC).
- Reports of poor spread of light from streetlights in the areas of 50 and 76 St. Peter's Park and at 10 Pilgrim's Close. The Clerk to ask FCC to investigate and to adjust the spread of light from these columns.
- Clarification was sought as to when the portable AA roadsigns for the Crematorium will be replaced with FCC roadsigns. The Clerk to seek clarification of the process/timescale from FCC.

Sychdyn

- Reports of flooding, during the recent wet weather, on New Brighton Lane between Sychdyn village and the Beaufort Park hotel, New Brighton. The Clerk to report to FCC.

5. PLANNING APPLICATIONS

(a) No planning applications had been received to be considered and observations agreed to be submitted to Flintshire County Council's (FCC) Head of Planning:

(b) The Council received no information from Flintshire County Council's Head of Planning on planning applications on which the Council has previously submitted observations.

(c) The Clerk reported that she had not received a response from FCC to a second e-mail requesting details of FCC's actions in response to the breaches of planning permission by Stuart Milne Homes. The Clerk also advised that she had submitted to FCC, a request for information under the Freedom of Information Act, asking for a copy of the Traffic Management Plan for the Ffordd Eldon Site.

(d) Cllr. Mackey raised strong concerns regarding the display of private e-mail addresses on e-mails sent out by FCC to multiple recipients. The Clerk to take up the matter with FCC, noting that permission to share private e-mail addresses must be

sought under the requirements of the GDPR. No such approach had been made to Cllr. Mackey.

6. ACCOUNTS

- (a) Payment of the following accounts were approved:
- (i) Gwen Smith – £580.82 comprising of:
 - Clerk’s salary for March 2019 plus ¼ of Annual Allowance of £90.00 (01.12.18 – 28.02.19) £405.22 (net)
 - Quarterly internet rental (01.12.18 – 28.02.19) £48.00
 - Quarterly contribution to telephone calls (01.12.18 – 28.02.19) £25.00
 - Reimbursement of photocopying, printing materials, postage and stationary costs (01.12.18 – 28.02.19) £102.60
(Cheque No. 2113) (Government Act 1972 - Section 111)
 - (ii) HM Revenue & Customs – Income Tax payment of £101.20 in respect of Clerk’s salary March 2019 and 1/4ly allowance.
(Cheque No. 2114) (Government Act 1972 - Section 111)
 - (iii) Two invoices from Flintshire County Council totalling £893.55 for the period 1.11.18-31.1.19
 - Electricity consumption, £469.05
 - Inspection and maintenance, £424.50
(Cheque No. 2115) (Highways Act 1957 – Section 17)
 - (iv) Annual membership to the Campaign for the Protection of Rural Wales, £20.00. As approved in the Council meeting of 11/2/2019.
(Cheque No. 2116) (Government Act 1972 - Section 111)
 - (v) Cllr. Mrs. Linda Deane – Reimbursement of donations from Chairman’s Allowance - £25.00.
(Cheques No. 2118) (Government Act 1972 - Section 111)
- (b) Consideration was given to completing payments, under Section 137 of the Local Government Act 1972, to the following organisation:
- (i) Northop Memorial Institute – a grant of £1,500 approved at the Council meeting of 08/10/18. (Subject to the receipt of current audited annual accounts.). Payment was not made. Budget to be carried forward to 2019/20 to await sight of the audited annual accounts.
 - (ii) North Wales Crossroads Care Services (Chairity Reg. No. 119142) – a donation of £50.00, as agreed at the Council meeting of 11/02/19.
(Cheque no. 2117)
 - (iii) Wales Air Ambulance – a donation of £100, as agreed at the Council meeting on 11/3/19. (Cheque no. 2119)
- (c) To update Cllr. Ashley’s outstanding bank mandate form at the next Council meeting.

7. MATTERS RAISED BY MEMBERS

None raised.

8. TRAFFIC MATTERS

Members received updates on:

(a) Speeding Vehicles in and around Northop

Cllr. Brebner advised that she had not received from FCC any indication of progression of the Traffic Regulation Order that would allow the GoSafe camera van to be sited along the B5126 on the approach from the college campus to Northop village.

(b) Improvement to the road network within the Community Area

The previously arranged meeting for Cllr. Bateman and the Clerk with FCC officers to discuss traffic issues in Northop and safety improvement along New Brighton Road had had to be cancelled. A revised date to be sought.

9. TRAINING FOR MEMBERS

Unfortunately, members were unable to attend any of the training events under consideration. The Clerk to circulate the One Voice Wales Summer-Autumn training programme when it becomes available along with any other training opportunities. It was noted that the Council budget for Member Training has been sufficient for each member to attend at least one training event in 2018/19. A similar amount will be available for 2019/20.

10. SUMMARY OF EXPENDITURE FOR THE FINANCIAL YEAR ENDING 31ST MARCH 2019 (AS AT 6 MARCH 2019)

Members accepted the quarterly report of the Clerk as Responsible Financial Officer on expenditure as at 6th March, the anticipated out-turn at the end of the financial year and the budget for 2019/20. The 2019/20 budget would include a carry forward sum of £1,500 for the grant allocated to the Edith Bankes Memorial Hall for 2018/19. The agreed £130 anticipated annual running costs for the community defibrillator would be shown as a separate budget head. Members noted the Non-domestic Rates Bill 2019/20 for Northop car park would be £710.10; some £40 less than the budget allocation.

11. DATA PROTECTION POLICY

In accordance with the Data Protection Act and the requirements of GDPR, members considered and adopted a Data Protection Policy.

12. ASSET REGISTER

Members approved the Council's revised Asset Register for 2018/19 noting the value of 8 upgraded streetlights at Church Road, Northop (value £6,800) and 1 replacement column light at Duke Street, Sychdyn (value £900). In accordance with the requirements of the Welsh Audit Office, the total value of the council's fixed assets were noted as £47,007.

13. REVISION OF THE COUNCIL'S RISK ASSESSMENT 2018/19

Members approved the Council's revised Risk Assessment for 2018/19 to include an additional identified risk of a breach of Data Protection Law. Members noted the risk management controls of adherence by Members and the Clerk of the Data Protection legislation and processes of the Council's newly adopted Data Protection Policy.

14. CONSULTATION BY FLINTSHIRE COUNTY COUNCIL ON POSSIBLE CHANGES TO SCHOOL TRANSPORT POLICY

Members considered and agreed a response to the above consultation by Flintshire County Council. Northop Community Council agreed that Option 1 (*"Maintain status quo. The Council (FCC) will retain the current level of post 16 transport provision to all the educational establishments referred to in the current Transport Policy"*) was the only option that would demonstrate support for post-16 education for all young people and would not discriminate against any sector/personal choice. The Clerk to submit the Council's response by the closing date of 5th April 2019.

15. REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS

- (a) Members accepted the draft revisions of the Council's Standing Orders and Financial Regulations.
- (b) Members approved and undertook to abide by the revised Standing Orders and Financial Regulations.

16. REQUEST FOR FINANCIAL SUPPORT

Members consider requests for financial support and agreed a donation of £100 to the Wales Air Ambulance Service. The cheque for the donation was drawn up and signed at the meeting and noted under Minute 6 above.

17. UPDATE ON THE NORTHOP COMMUNITY DEFIBRILLATOR PROJECT

Cllr. Scott reported that she had not received a response to two e-mails to FCC's Conservation Service regarding the preferred location of the Community Defibrillator, at the Post Office. The fundraising campaign had now come to an end as the full amount required for the project had been raised. The lack of response was delaying the necessary planning application with the ultimate goal of installing the defibrillator in the village. Cllr. Scott to pursue again.

18. UPDATE ON THE A55/A494/A548 DEESIDE CORRIDOR PROJECT

Members heard that an on-line petition to Welsh Government had been established calling for the Red Route to be scrapped. The Clerk to circulate the link to the on-line petition to all members. The item to be returned to the April meeting, and all subsequent meetings as a standing agendas item.

19. MEMBERSHIP OF ONE VOICE WALES 2019-20

Members decided not to take up the offer by One Voice Wales for a discounted first year of membership at a cost of £214.00 for the Financial Year 2019-20.

20. CLERK TO THE COUNCIL

Following the meeting on 4th March of the appointed Panel to review the Job Description for the Clerk and arrangements for shortlisting and interviewing, Members approved the following:

- An increase in the Clerk’s working hours from 8 to 12 hrs per week
- The salary scale to remain unchanged and a revised home-working allowance to be paid
- Paid annual leave to be included
- Revision of the job description to include editing the council’s website and use of PAYE.

Members noted the timetable for appointing a new Clerk:

- The post to be advertised from Monday 18th March on the Council’s website, Flintshire, Denbighshire and Wrexham Council’s intranet and the SLCC website.
- The closing date for applications would be Sunday 14th April.
- Shortlisting to be undertaken by the Panel on Monday 15th April
- Hopefully to interview during the period 23rd-3rd May with a view to requesting references and receiving responses before the Council’s A.G.M. on Monday 13th May.
- It is hoped that the prospective Clerk will be able to attend the A.G.M. before taking up the post w.e.f. 1st July 2019.

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

COUNCIL MEETING	DATE: 11th March, 2019
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MEMBER	ITEM	MIN. NO. REFERS
	None.	