

NORTHOP COMMUNITY COUNCIL

Minutes of the Annual General Meeting of Northop Community Council held remotely via Zoom Pro on Monday 10th May 2021

PRESENT: Councillors Pauline Lawton-Hughes, Linda Scott, Linda Deane, Marion Bateman, Alison Brebner, Jarred Livesey, Rob Mackey, John Carlin, Cara Baker, Jo Millar, Rachel Hayward, Louise Higgs and the Clerk.

APOLOGIES: Apologies received from Councillor Alan Watkin.

1. WELCOME AND SIGNING DECLARATION OF ACCEPTANCE OF OFFICE FORM

Councillor Lawton-Hughes welcomed Councillor Louise Higgs to Northop Community Council and Councillor Higgs signed the Declaration of Acceptance of Office form at the remote meeting, to be returned to the Clerk for sign and file.

CHAIRMAN'S REPORT

The Chairman reported on her year of Office and stated that it had been an honour and a privilege to represent the Council for an unexpected additional year during 2020/21. Councillor Lawton-Hughes stated that although the Covid pandemic had unfortunately prevented the Council from meeting face to face and had meant a number of meetings were missed, the Council were soon able to meet remotely and thanked the Clerk and all Councillors for attending the remote meetings and for their contributions to the meetings.

The Chair noted that there had been changes to the Council membership during 2020/21. Following the resignation of Councillor Chris Ruddle, the Community Council had welcomed Councillor Cara Baker to her first council meeting in April and Councillor Ruddle was thanked for his contribution to the council, having been a councillor for ten years. Councillor Ashley left a vacant seat and the Council will welcome Councillor Louse Higgs as his replacement in May.

The Chairman noted the resignation of the Clerk, Karen Jones, Council Clerk 2019/20 who resigned her position in June 2020 and welcomed the new Clerk to the Council, Sue Lovell, who attended the first remote meeting in September 2020 although she had been in post from June 2020.

During the Chairman's year of office, the Council had continued to provide the annual grants to local organisations including Sychdyn Memorial Hall. Edith Bankes Memorial Institute, Northop Silver Band, St Peter's Churchyard and Flintshire Citizen's Advice Bureau. Additional grants were also provided to replace damaged planters and spring bedding plants in Sychdyn and St Kentigern's Hospice were also the recipients of a donation to their funds.

The Chair stated in her report that the A55/548 Deeside Corridor Project remains a major concern for our communities with regard to the impact upon wildlife and increased traffic problems and the group opposing this project, Stop the Red Route, continues to keep Council updated on a regular basis. Problems continue to exist with speeding motorists in both villages. It has been some considerable time since Councillor Brebner (Northop Ward) and Councillor Bateman (Sychdyn Ward) brought this to the attention of the Council and a successful outcome, in the form of traffic calming measures and signage, is expected this financial year.

Councillor Lawton-Hughes reported that she has continued to represent the Council at the County Forum held remotely via Webex, as Community Governor at Ysgol Sychdyn and as a member of the school Finance and Staffing sub group. In accordance with requirements of the Annual Report 2019/20, The Remuneration Panel of Wales, consideration was given to payments for all Town and Community Councillors in the execution of their duties and yet again, Councillors refused this payment for 2020/21.

During the Chairman's year of office, the Resident and Young Person Awards ceremony was held outdoors due to socially distancing and advice of not being able to meet indoors. The recipients were presented the awards by Cllr Bateman at the Edith Bankes Memorial Institute.

Councillor Lawton-Hughes thanked Councillor Linda Deane for organising the annual poppy wreaths as the Chair and Vice Chair, Councillor Scott were unable to lay them in the usual way, due to the Church closures. Thanks were also expressed to Vice Chair Councillor Linda Scott and Councillor Marion Bateman, for deputising in the Chair's absence. The Chair concluded her report by noting that the past months have been a cause for concern due to such unusual circumstances and that hopefully, the Community Council will be able to get back to some degree of normality in the near future.

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

Councillor Deane nominated Councillor Scott as Chairman and this was formally seconded by Councillor Bateman. All members were in agreement. Councillor Bateman paid tribute to Councillor Lawton-Hughes and thanked her for undertaking two consecutive years of office as Chairman due to the pandemic situation. Councillor Lawton-Hughes removed the Chain of Office and will arrange to pass it on to Councillor Scott, as the new Chairman. The new Chairman also thanked Councillor Lawton-Hughes for all her hard work and reiterated the sentiments of Councillor Bateman and stated she looked forward to working with the Council in the coming year.

3. APPOINTMENT OF VICE-CHAIRMAN

Councillor Bateman nominated Councillor Millar as Vice-Chairman and this was seconded by Councillor Lawton-Hughes. All members were in agreement. Councillor Millar thanked Councillor Bateman and Councillor Lawton-Hughes for their nominations. Councillor Millar stated she was pleased to be nominated as Vice-Chairman and informed members she may be unable to commit to considering the position of Chairman next year due to work commitments. Councillor Scott stated she looked forward to working together with Councillor Millar as Vice-Chairman in the coming year.

4. DECLARATIONS OF INTEREST

There were no declarations of interest made by members.

5. POLICE MATTERS

The Clerk had contacted Inspector Iwan Jones, South Flintshire Police who had advised that accessing the links to obtain local policing information was straight forward. The Clerk had also provided details of future meeting dates, as Inspector Jones had stated he would liaise with Emma Prevete, the new Neighbourhood Policing Officer and ensure there would be a Police presence at Community Council meetings.

PCSO Ryan Thomas had also contacted the Clerk to suggest that he meet with a representative of the Council to walk the Northop and Sychdyn areas and highlight any issues or hotspot areas.

Councillor Brebner stated that she still felt it was not the responsibility of the Community Council to have to access the policing information to ascertain crime reports. Councillor Carlin also stated he was concerned regarding the decline of policing presence within the local areas and it was agreed that Councillor Bateman would liaise with Andy Dunbobbin, the new Police and Crime Commissioner for Wales and ascertain his views on the matter and obtain clarification on the matter and extend an invitation to future Community Council meetings.

6. MINUTES

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

Matters Arising

Agenda Item 13 Compacc Complete Accountancy Services UK Ltd Page 6

The Clerk advised that she had obtained a further two quotes from local accountancy companies and both had significantly exceeded the cost quoted by Compacc Complete Accountancy Services UK Ltd at £228 for payroll services for a single employee. Members agreed to continue to use the services of Compacc therefore.

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Councillor Brebner enquired about the Residents and Young Citizen's Awards and Councillor Lawton-Hughes confirmed that they had been held on Sunday 2nd May outside the Edith Bankes Memorial Hall. As she had been unable to attend due to illness and as the Vice-Chairman was unavailable, Councillor Bateman had stood in and presented the awards. All recipients were extremely pleased with their certificates and gifts and the Clerk will now compile a press release with photographs included.

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Councillor Bateman enquired as to whether there had been any developments regarding the outstanding issue regarding the ownership of streetlighting columns in Sychdyn. The Clerk advised she had liaised with Jamie Bennett, who had agreed to look into the matter with Darrell Jones.

7. PAYMENTS TO COUNCILLORS

Although members had considered the matter of payments for Councillors at the postponed AGM held in December 2020, the Clerk confirmed that the decisions taken were relevant to 2020/21 and that consideration as to whether to accept or decline the annual Councillor allowance was with regard to 2021/22. It was agreed that the Clerk would email/post members a form and information regarding the allowance and each member could make their choice prior to signing and returning the form.

8. OUTSIDE ORGANISATIONS

(a) School Governing Bodies

(i) Northop CP School

Councillor Brebner agreed to continue in her role as representative.

(ii) Sychdyn CP School

Councillor Lawton-Hughes informed members that she wished to stand down as she had represented the Community Council on the Board of Governors for the past ten years. Councillor Baker agreed to undertake this role.

(b) Memorial Halls

(i) Northop Memorial Hall

Councillor Deane agreed to continue in this role.

(ii) Sychdyn Village Memorial Hall

Councillor Bateman agreed to continue in this role.

(c) Citizens Advice Bureau

Councillor Lawton- Hughes agreed to continue.

(d) County Forum

Councillor Lawton-Hughes agreed to continue and following the resignation of Councillor Chris Ruddle earlier this year, Councillor Deane agreed to take on the role.

(e) Police Consultation Group

Councillor Lawton-Hughes and Councillor Carlin agreed to continue representing the Community Council at these forums should they be reinstated at any point in the future.

(f) Northop Community Council Planning Sub-Committee

Chairman, Vice-Chair and Clerk to the Council).

9. STREETSCENE ISSUES

Northop

- (a) Councillor Carlin reported that hedging from the property Glan-yr-Afon was significantly overgrowing the pavement between the traffic lights in Northop and the corner heading towards the High Street. He was concerned that it

was so overgrown, it was pedestrians are only able to pass in single file and that anyone with a pram/dog/child would struggle to pass without having to go into the road. Councillor Bateman stated she would liaise with Flintshire County Council and request they write to the property owner to ask them to cut back the overgrown hedging.

Councillor Mackey reported that there was a drainage issue with standing water the road passed the traffic lights in Northop towards Sychdyn. The Clerk to report the matter to Streetscene.

(b) Sychdyn

Councillor Millar raised concerns regarding waste which had been fly-tipped in a local field and what it might contain. Councillor Bateman confirmed that there had been an incident of illegal fly tipping on private property in Sychdyn and that the landowner had been contacted by Flintshire County Council, strongly requesting that he remove the rubbish which contained metal sheets. Despite repeated requests the landowner has still not removed the material. Councillor Bateman had liaised with the Head of Sychdyn CP School and made her aware of the situation, so that school can advise pupils of the dangers of playing with fly-tipped materials.

10. PLANNING APPLICATIONS

(a) To consider the following planning applications:

(i) 062620

PROPOSAL: Proposed first floor extension and alterations to provide a kitchen to serve the private living accommodation.

AT: Cross Keys, Black Brook, Soughton, Mold, Flintshire CH7 6LT

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

(ii) 062725

PROPOSAL: Demolition of single storey side extension, erection of two storey (expired permission ref 053778)

AT: Plantation View, Vownog, Soughton, Mold, Flintshire CH7 6EW

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

(iii) 062762

PROPOSAL: Installation of lamp pedestal box.

AT: Outside Tegfan, Raikes Lane, Sychdyn, Mold, Flintshire CH7 6LT

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

(iii) 062585

PROPOSAL: Fell 1no. ash and 1no. eucalyptus and prune 2no. hornbeams as specified. Notification to carry out the above proposal to trees within a conservation area.

AT: Old Vicarage, Church Road, Northop, Mold, Flintshire CH7 6BS

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

The following applications were received after the agenda had been sent to members.

The Clerk had sent members a copy of the planning applications to members prior to the meeting.

(iv) 062865

PROPOSAL: Erection of first floor extension, single storey side extension and widened drive access and dropped kerb.

AT: 36 St Peters Park, Northop, Mold, Flintshire CH7 6DR

(As there were no plans to view online, members agreed to postpone consideration of the application until next meeting. The Clerk to request an extension to comment from the Case Officer).

(v) 062675

PROPOSAL: Proposed single storey rear extension and proposed rear roof dormer.

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

(Members agreed that additional information was required prior to commenting on the application. The Clerk would liaise with the Case Officer and the application would be considered at the next 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) 062432 Delegated Officer Decision Refused 14/04/2021

PROPOSAL: Proposed Orangery extension

AT: The Celtic Arms, Northop Country Park, Northop, Mold, Flintshire CH7 6WA

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

There was an additional notifications of planning outcome received after the agenda had been sent to members.

(ii) 062362 Delegated Officer Decision Approved 29/04/2021

PROPOSAL: Erection of single storey side extension

AT: Mory, Church Road, Northop, Mold, Flintshire CH7 6BS

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

(iii) 062558 Delegated Officer Decision Approved 14/04/2021

PROPOSAL: Extensions to existing dwelling – two storey side

AT: Tyddyn Ucha Cottage, Black Brook, Soughton, Mold, Flintshire CH7 6LT

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

(iv) 062642 Delegated Officer Decision Approved 26/04/2021

PROPOSAL: Change of use of grassed amenity land to garden and relocation of existing hedge.

AT: Rosemount, Northop Country Park, Northop, Mold, Flintshire CH7 6WD

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

(v) 062646 Delegated Officer Decision Approved 26/04/2021

PROPOSAL: Change of use of grassed amenity land to garden and relocation of existing hedge.

AT: St. Georges House, Northop Country Park, Northop, Mold, Flintshire CH7 6WD

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

(vi) 062076 Delegated Officer Decision Approved 26/04/2021

PROPOSAL: Application for approval of details reserved by condition no's 3 (Landscaping), 4(Materials), 5(Archaeological work) attached to planning permission ref 059420.

AT: Wats Dyke Way, Sychdyn, Mold, Flintshire CH7 6DX

11. ACCOUNTS

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

- (i) **Clerks Salary – March 2021 Mrs S C Lovell at £614.84 (Net); Cheque Number 00229**
- (ii) **HMRC – Income Tax in respect of Clerk's salary paid May 2021 at £46.20 Cheque Number 002297;**
- (iii) **Clwyd Pension Fund Employers & Employee Pension contribution for Clerk May 2021 at £182.79; Cheque Number 002298;**
- (iv) **Jim's Mowing – Grass Cutting and all waste removed at the Band Room/Car Park site in Northop on the 14th and 28th April 2021 at £120.00 (each visit £60.00); Cheque Number 002299;**
- (v) **Compacc Complete Accountancy Services UK Ltd Annual Payroll Services And Monthly Charges at £228.00; Cheque Number 002300;**
- (vi) **Compacc Complete Accountancy Services UK Ltd Completion of P11Ds forms at £35.00; Cheque Number 002301;**
- (vii) **HMRC – Class 1A National Insurance Contributions at £114.08; Cheque Number 002302;**
- (viii) **Zurich Municipal Insurance Cover from 01/06/2021 – 31/05/2022 at £489.34 Cheque Number 002303;**
- (ix) **Susan C Lovell – Purchase of Amazon Vouchers x 3 at £45 (£15 each); Purchase of Bouquet & Congratulations Cards x 3 at £44.00; Purchase of picture Frames x 4 at £12.94; Total = £101.94 Cheque Number 002304;**
- (x) **Susan C Lovell to pay via Direct Debit and NCC to reimburse Norton Security – NCC Laptop Security Annual Security at £64.99; Cheque Number 002305;**
- (xi) **Information Commissioner's Office – Data Protection Fee at £40.00; Cheque Number 002306**

The Clerk advised that she had received a late invoice from the Independent Commissioners Office for the annual data protection fee at £40.00 and had included it on the payments schedule for May. The Clerk also noted that the cost of the Amazon vouchers was £15 each and not £25 which had been typed in error. Councillor Mackey proposed that the payments be approved on block, including the additional payment as mentioned by the Clerk. This was seconded by Councillor Carlin with all Members were in agreement.

Councillor Deane gave her apologies and left the meeting at 8.04pm.

12. MATTERS RAISED BY MEMBERS

(a) Northop National School

Councillor Scott stated that although part of the old school listed building had been renovated in recent years, the remainder of the building remains in a state of poor repair and proposed that the owner of the building and the Conservation Officer, Chris Reece Jones be contacted to ascertain the proposals for the rest of the building and timescales involved. It was agreed that the Clerk would contact the Conservation Officer.

(b) Overhanging Tree by Band Room

Councillor Scott had raised the matter of the overhanging tree some months ago and there was still some confusion regarding who has responsibility for undertaking the work. As the Community Council are responsible for maintaining the grass around the Band Room, it was agreed that it was likely their responsibility to maintain the trees. As it is in a conservation area, it would be necessary to involve Flintshire County Council before proceeding with the pruning. It was agreed that the Clerk would liaise with Stuart Body at Flintshire County Council.

Council Carlin also raised the matter of the need to remove several saplings that were growing close to the fence on the Band Room site, as should they be allowed to grow, they would destroy the fencing entirely. Members agreed that this work could be carried out by the contractor at the same time as the tree pruning, if approved.

(c) Refill Wales

Councillor Brebner reminded members that Refill Wales had been considered previously and the Council had agreed to relook at it as venues opened up again following the pandemic. The idea being to reduce the use of plastic bottles and look at the provision of local places where people can refill their water bottles. Members agreed that the initial step would be to enquire as to the cost of water fountains before considering an appropriate location and approach local hostelrys in Northop and Sychdyn to ascertain if they would be interested in participating in the scheme. It was agreed that the Clerk would liaise with Refill Wales regarding the approximate cost and with local hostelrys.

13. TRAFFIC MATTERS

Councillor Brebner reported that the VAS sign in Northop was not yet erected and Councillor Bateman stated that it was imminent and that the solar VAS sign would be located in the vicinity of Bryn Rhyd and Maes Celyn.

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

Councillor Brebner reported that the campaign had had the agreement of all candidates in the recent election and that they now intended to contact all of the candidates and ensure their support continued.

Councillor Brebner reported that despite the Clerk contacting Hannah Blythyn MS requesting a response to the issues raised by the two constituents and to the Community Council, to date there has been no response. Members felt that the Red Route was an election matter.

Councillor Scott agreed to send the e-letter to the Clerk for it to be circulated.

15. MANAGEMENT PLAN - NORTHOP CAR PARK & ENVIRONS

Councillor Mackey reported that members of the planning sub-committee had met on site at Northop Car Park and had agreed that it would be appropriate to employ a consultant to manage and oversee the car park repair, as the Community Council did not have the necessary skills to manage such a large project. Barnard Engineering had been approached and quoted £600 including VAT for undertaking the project management. Councillor Mackey proposed that the Council accept Barnard Engineering Ltd and confirm a start date for them as soon as possible. All members were in agreement.

16. FINANCIAL MATTERS

(a) The Clerk advised that the Internal Audit had now been completed for 2020/21 and would be given to the auditor on Thursday 3rd May 2021.

(b) Councillor Mackey proposed that members authorise the Chairman and Clerk as Responsible Finance Officer to sign the Annual Return for submission. All members were in agreement.

17. NORTON SECURITY FOR COMMUNITY COUNCIL LAPTOP

Members approved the payment for the annual renewal of the security for the laptop. Councillor Mackey suggested that the premier security would be beneficial rather than the standard if it could be arranged.

18. RENEWAL OF THE COUNCIL'S INSURANCE POLICY

Members agreed the renewal of the insurance for the Community Council with Zurich Municipal at a cost of £489.34 from the 1st June 2021 to the 31st May 2022. The Chairman suggested that the Clerk check for competitive quotes prior to the renewal of the insurance for 2022/23.

19. FOR INFORMATION

- a) The Clerk informed members of the Welsh Government Race Equality Action Plan for Wales and provided the consultation details. It was agreed that members would consider the information independently.

The meeting closed at 8.44pm.

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

COUNCIL MEETING	DATE: 10th May 2021
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There were no new declarations of interest made at the meeting.

MEMBER	ITEM	MIN. NO. REFERS