

NORTHOP COMMUNITY COUNCIL

Minutes of the Annual General Meeting of Northop Community Council held remotely via Zoom Pro on Monday 11th January, 2021

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

APOLOGIES: Councillors Chris Ruddle, Alan Watkin, Paul Ashley and Rachel Hayward.

CHAIRMAN'S REPORT

The Chairman reported on her year of Office and stated that it had been an honour and a privilege to represent Northop Community as Chairman for 2020/21. The Clerk to the Council, Mrs Gwen Davies had tendered her resignation and Councillors Linda Deane and Marion Bateman had assisted in the short listing and interview process. The new Clerk Mrs Karen Jones was welcomed in June 2019.

During the Chairman's year of office, the Chairman confirmed that the Council continued to provide annual grants to Sychdyn Memorial Hall, The Edith Bankes Memorial Hall, Northop Silver Band, St. Peter's Churchyard and the Citizen's Advice Bureau and also the summer playscheme in Northop and Sychdyn.

Northop residents are the recipients of a community defibrillator and the Chairman extended her thanks to Councillor Linda Scott for all her efforts fundraising to purchase this vital equipment. The A455/A494/A548 Deeside Corridor Project has been a major concern for all communities and a group has been established in Northop, as this route would have a huge impact on wildlife and increased traffic problems. A representative from the Wildlife Trust provided advice on how to organise and take the campaign forward.

The Chairman reported that in accordance with the requirements of the Annual Report 2019/20 of the Remuneration Panel of Wales, consideration was given to payments to be made to Members of all Town and Community Councils in the execution of their duties and all Members refused this payment.

Throughout the year the Chairman has continued to represent the Community Council at the Community Forum, Community Governor at Ysgol Sychdyn and a member of the school Finance and Staffing Committee although the Chairman noted that the Police Forums have been suspended and Councils would be informed when reinstated.

The Chairman stated that she has been privileged to have represented the Council at events including Flintshire County Council Chairman Civic Service, Mayor of Flint Town Council Civic Service, Mayor of Holywell Civic Service, Council Chairman Leeswood and Pontblyddyn Civic Service, Flintshire Local Voluntary Services Annual General Meeting, Remembrance Service and laying of poppy wreaths in Sychdyn and Northop, the Nightingale House Hospice Annual General Meeting and Northop Heritage Day.

During the Chairman's year of office, Councillor Lawton-Hughes had the pleasure of presenting Sychdyn resident, Mrs Cara Baker with the Council's Citizen's Award for 2019 in recognition of her community voluntary work and expressed her thanks to Councillor Marion Bateman for providing the framed certificate and bouquet of flowers.

Finally, the Chairman extended her thanks to the Vice Chairman, Councillor Linda Scott, Councillor Marion Bateman, Councillor Linda Deane and the Council for their continued support throughout the year and for the kind words and condolences following her recent family bereavement.

Councillor Bateman proposed that the Chairman's Report of her year of Office be accepted and all Members were in agreement.

1. ELECTION OF CHAIRMAN

Councillor Bateman proposed that Councillor Pauline Lawton-Hughes be re-elected Chairman of the Council for the Civic Year 2020-19 and this was seconded by Councillor Deane. On being put to the vote, it was agreed unanimously. Councillor Lawton-Hughes will complete the Declaration of Office form and return it to the Clerk.

2. APPOINTMENT OF VICE-CHAIRMAN

Councillor Deane proposed that Councillor Linda Scott be re-elected Vice-Chairman of the Council for the Civic Year 2020-21 and this was seconded by Councillor Bateman. On being put to the vote, it was agreed unanimously and Councillor Scott confirmed that she was happy to be re-appointed to the role of Vice-Chairman until the next planned AGM in May 2021.

3. DECLARATIONS OF INTEREST

No Declarations of Interest were made.

4. POLICE MATTERS

The Clerk shared with Members the emailed update which she had received from PCSO Ryan Thomas.

Northop

- There were no issues reported at Northop this month.

Sychdyn

- Main Road Sychdyn - There had been a report of a male acting suspiciously near the woods . The area was searched however, there were no sightings of anyone matching the description. The area will be patrolled.

5. MINUTES

The Minutes of the meeting on 14th December, 2020 were accepted as a true and accurate record of the meeting.

Matters Arising

Agenda Item 6 Accounts

The Clerk informed Members that she had received a letter of thanks from the trustees at the Edith Bankes Memorial Hall for the grant awarded by Northop Community Council and its continued support.

Agenda Item 10 Management Plan – Northop Car Park and Environs

Councillor Mackey had liaised with Mr Andrew Barnard professional structural engineer with Barnard Engineering Ltd and confirmed that the next step would be to commission a full report. Councillor Bateman proposed that the Council commission the full structural engineer report and this was seconded by Councillor Scott. All Members were in agreement. Councillor Mackey would provide the Clerk with Mr Barnard's contact details to make the necessary arrangements for the report to be undertaken.

Agenda Item 10 Management Plan – Northop Car Park and Environs

The Clerk had liaised with Rob Monshin, AGM Tree Surgery following a request from Councillor Watkin to look into the progress of the tree removal at Northop Car Park. Mr Monshin confirmed that the Planning Application to fell the tree had now been approved and that he planned to commence the tree felling the second week in February. Members confirmed that the Band Room is not used at present due to the pandemic and the Clerk agreed to share this information with Mr Monshin.

Agenda Item 5 Streetscene Issues

Councillor Deane confirmed that the pothole on the High Street had now been repaired by Streetscene.

6. PAYMENTS TO COUNCILLORS

It was agreed that this matter would be discussed at the next AGM to be held in May 2021, as Members had already agreed to not accept their Councillor Allowances for 2020/21.

7. OUTSIDE ORGANISATIONS

Members agreed that the Council representatives on the following organisations would remain as follows until the next planned AGM in May 2021:

- (a) **School Governing Bodies**
 - (i) Northop CP School (Cllr. A. Brebner)
 - (ii) Sychdyn CP School (Cllr. P. Lawton-Hughes)
- (b) **Memorial Halls**
 - (i) Northop (Cllr. L. Deane)
 - (ii) Sychdyn (Cllr. M. Bateman)
- (c) **Citizens Advice Bureau** (Cllr. P. Lawton- Hughes)
- (d) **County Forum** (Cllrs. P. Lawton-Hughes and C. Ruddle)
- (e) **Police Consultation Group** (Cllrs. J. Carlin and P. Lawton-Hughes)
- (f) **Northop Community Council Planning Sub-Committee** (Chairman, Vice-Chairman and Clerk to the Council)

8. STREETSCENE ISSUES

(a) Reports of the following issues were received:

Northop

- Councillor Mackey had been contacted by a local resident regarding an issue raised by a local resident regarding vehicles attempting to access Church Road via Fox Field as their satnavs prompt them to. During the Christmas period, an ambulance had also tried to access Church Road via the track. Councillor Bateman had liaised with Highways at Flintshire County Council and confirmed that a staggered gate has been ordered for the bottom of the footpath and signage is on order for the entrance to Fox Field and a bollard for the top of the track to prevent vehicular access. Flintshire County Council have also written to Google maps to advise that their mapping information is incorrect.

Councillor Mackey thanked Councillor Bateman for her help in this matter.

Sychdyn

There were no Streetscene issues raised in Sychdyn.

(b) The Clerk had liaised with Jamie Bennett, Highways & Trunk Road Operational Manager at Flintshire County Council who had confirmed that they would be able to undertake the transfer of the street lighting columns in Northop, as previously agreed by the end of this financial year 2020/21. The planned transfer of the columns in Sychdyn could then be considered for transfer in the financial year 2021/22.

9. PLANNING APPLICATIONS

(a) There were no new Planning Applications to consider.

(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) **061881** – Delegated Officer Approval 07/12/2020. Erection of single storey front extension at 75 St. Peters Park, Northop, Mold, Flintshire CH7 6YU (There were no objections raised to this proposal by Northop Community Council).
- (ii) **061857** – Delegated Officer Approval 30/11/2020. Lowering of kerb at 49 New Brighton Road, Sychdyn, Mold, Flintshire CH7 6EF (There were no objections raised to this proposal by Northop Community Council).
- (iii) **062094** – Delegated Officer Approval 03/12/2020. Application for non-material amendment to planning permission Reference 058211 at Corton Wood, Blackbrook Road, Sychdyn, Mold, Flintshire CH7 6LT

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

- (iv) **062075** – Delegated Officer Permitted Development 16/12/2020. Application for a lawful development certificate for the proposed installation of Ground Source Heat Pumps at Soughton House and Coach House, Northop Road, Soughton, Mold, Flintshire CH7 6AD
(There were no objections to this proposal by Northop Community Council).
- (v) **062080** – Delegated Officer Approval 15/12/2020. Erection of single storey side extension at Cypress Point, Northop Country Park, Northop, Mold, Flintshire CH7 6WD
(There were no objections to this proposal by Northop Community Council).

Councillor Bateman noted that Planning Application 061655 related to Northop Hall and the Clerk confirmed she had included it in error.

10. ACCOUNTS

To approve the payment of the following accounts:-

- (i) **Clerks Salary** - January 2021 Mrs S C Lovell at **£727.22 (Net)**;
(Cheque Number 002265);
- (ii) **Clwyd Pension Fund** - Employers & Employee Pension Contribution for Clerk January 2021 at **£187.08**; (Cheque Number 002266);
- (iii) **Marie Curie Flintshire** – Donation at £250.00;
(Cheque Number 002267);

Councillor Bateman proposed that the accounts be approved and this was seconded by Councillor Mackey. All Members were in agreement.

11. MATTERS RAISED BY MEMBERS

None to date.

12. TRAFFIC MATTERS

Councillor Brebner reported that there was no news regarding the signage since she was informed that Northop Community Council were fifth on the waiting list and it was hoped that the signage would be installed within the next financial year 2021/11. Councillor Bateman confirmed she is in regular contact with Lee Shone regarding the matter.

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

Councillor Scott noted that there was no update on the Deeside Corridor Project this month.

14. NORTHOP COMMUNITY DEFIBRILLATOR

Councillor Scott updated Members regarding the defibrillator which has now been in situ since September 2019. The defibrillator requires weekly checks and a member of the community/neighbour has taken on this responsibility. The equipment has been used on one occasion since installation. Notification that it has been activated is given but no further details.

15. FLINTSHIRE COUNTY COUNCIL (PUBLIC FOOTPATH No 21 & 22a IN THE COMMUNITY OF NORTHOP) PUBLIC PATH DIVERSION ORDER 2020

Councillor Bateman informed Members that the diversion referred to a footpath on Greenbank Lane that went across the front of a farmhouse and for safety reasons a diversion would be an improvement. Members were fully supportive of the diversion and agreed that comments from the Community Council should include that it was an excellent idea which would open up the area to regular and easier use.

16. STATEMENT OF INCOME AND EXPENDITURE (ESTIMATED) FOR THE FINANCIAL YEARS ENDING 31st MARCH 2021 AND 31st MARCH 2022

(a) Council considered the report by the Responsible Finance Officer on the estimates for the financial years ending 31st March 2021 and 31st March 2022 in order to agree the Precept for the financial year 2021/22.

It was noted that additional projects such as the continued upgrading of the street lighting portfolio in Sychdyn, the repair of the gulley at Northop Car Park and possible match funding of the Sychdyn Play Area improvements may have an impact on the Council's reserves, dependent on the cost of gulley repair work.

Having given due consideration to the matter, it was proposed by Councillor Mackey that the Report of the Responsible Finance Officer be accepted and the Precept for Band D equivalent properties should remain at £24.20 for the financial year 2021/22 and would raise the required £38, 509 to meet the agreed budget. This was seconded by Councillor Deane and all Members were in agreement.

The quarterly report for the end of December 2020 was also shared with Members.

17. CAMPAIGN FOR PROTECTION OF RURAL WALES – ANNUAL MEMBERSHIP 2020/22

All Members agreed that they would like to continue membership for the financial year 2021/22.

18. MATCH FUNDING SYCHDYN PLAY AREA

Councillor Millar stated that previously funds raised from the Sychdyn Carnival had been Used to match fund monies from Aura for the update of play equipment in the Sychdyn Play Area. However, the Carnival had been postponed in 2020 due to the pandemic and

There may be a possibility that it will not be held this year for the same reason. Councillor Millar summarised by saying that it is unlikely that any improvement will be made in the Play Area unless Mr Richard Roberts advised that any specific equipment was dangerous.

Councillor Bateman had visited the park recently and felt that the play equipment appeared to be in good order.

It was agreed that Councillor Millar would liaise with Mr Roberts and check if he felt there was any urgent work required and provide an update for the Community Council. Members agreed to ensure that the £500 match funding for the Play Area remain in the Budget for 2021/22 should it be decided that any play items need replacing.

19. APPOINTMENT OF INTERNAL AUDITOR 2021/22

Members agreed and authorised the use of JDH Business Services Ltd as the Council's internal auditor the annual audit 2021/22.

20. TRAINING OPPORTUNITIES

A list of training had been shared with Councillors prior to the meeting. It was agreed that Members would liaise with the Clerk if they were interested in any of the remote training opportunities offered by One Voice Wales. Councillor Deane also noted that there was a budget for training for the Clerk, should there be any relevant training that she wishes to attend.

21. FOR INFORMATION

- a) The Clerk advised Members that there were now new audit arrangements in place and information regarding the changes are due to be shared with Town & Community Councils via a transcribe of a webinar video. The future audit arrangements will include a 3-year audit programme, designed to meet statutory responsibilities while providing audit assurance at reasonable costs to individual Council's. Northop Community Council will undertake a Basic audit for the financial years 2020/21 and 2021/22 and a Full audit for the year 2022/23.
- b) The Clerk had received notification of the appeal on the 23rd December 2020 stating that any additional comments had to be sent to the Planning Inspectorate by the 25th December 2020. Having liaised with the chairman and Councillor Bateman, copies of the previous objections made by the Community Council were resent. Councillor Bateman informed the meeting that the deadline for comments had been extended to the 8th January 2021 and that she had also sent her comments as Local Member.
- c) Flintshire County Council Street Lighting had written to Northop Community Council requesting information including:
 - An inventory list of all electrical and illuminated assets including festive illumination;
 - The name, contact details and relevant accreditation of your contractors including emergency call out and repair arrangements;
 - The written instruction or contract agreement between Northop Community Council and your contractor for electrical inspections;
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The meeting ended at 7.55pm

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

COUNCIL MEETING	DATE: 11th January, 2021
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There were no new declarations of interest made at the meeting.

MEMBER	ITEM	MIN. NO. REFERS
None		