

NORTHOP COMMUNITY COUNCIL

Minutes of the Annual Meeting of Northop Community Council held at the Memorial Institute, Northop on Monday 11 May, 2015.

PRESENT: Councillors John Carlin (Chairman 2014-15), Haydn Bateman, Marion Bateman (Vice-Chairman 2014-5), Linda Deane, Joanne Millar, Geoff Pierce, John Roberts, Chris Ruddle, Alan Watkins and the Clerk. PCSO Lynn Turner attended for item 4.

APOLOGIES – Councillors Pauline Lawton-Hughes, Rob Mackey, Tony Sharps and Jos Wynne-Williams.

DECLARATION OF ACCEPTANCE OF OFFICE

All members present completed their annual Declaration of Acceptance of Office.

CHAIRMAN'S REPORT

The Chairman highlighted the significant issues which the Council addressed during his year of Office. These included the on-going proposed crematorium, street lighting and the renewal of Northop village signs. The Chairman further noted that Community Asset Transfers and the Local Development Plans were likely to provide future challenges for the Community Council. The Chairman thanked Cllr. John Roberts and Cllr. Marion Bateman for their work to improve the Public Rights of Way in the area. The Chairman also thanked all members of the Council, and the Clerk, for their work, their efforts and their patience. The Chairman concluded by wishing the new Chairman and Vice-Chairman, every success in their year of Office.

The Chairman's Report of his year of Office was received.

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

Cllr. Alan Watkins proposed that Cllr. Mrs. Marion Bateman be elected Chairman of the Council for the Civic Year 2015-16. The proposal was seconded and on being put to the vote, was agreed unanimously. Cllr. Mrs. Marion Bateman was invested with the Chain of Office by Cllr. John Carlin who offered his best wishes for her year of Office. Cllr. Mrs. Marion Bateman thanked the Members for their support and for the opportunity to serve the Community as Chairman of the Council. Cllr. M. Bateman also thanked the retiring Chairman, Cllr. Carlin, for representing the Council during his year of Office and for his commitment to the role, exemplified by his long distance journeys to attend every Council meeting. Cllr. M. Bateman added that she hoped she would demonstrate such commitment to the Council and the community as the retiring Chairman had.

2. APPOINTMENT OF VICE-CHAIRMAN

Cllr. Linda Deane proposed that Cllr. Geoff Pierce be appointed Vice-Chairman of the Council for the Civic Year 2015-2016. Cllr. Pierce accepted the nomination which was subsequently seconded and, on being put to the vote, was agreed unanimously. Cllr. Pierce accepted the role and expressed his thanks to his fellow members.

3. DECLARATIONS OF INTEREST

No Declaration of Interests were made.

4. POLICE MATTERS

PCSO Lynn Turner provided members with an update on Police Issues in the community area:

Northop

- The Police were investigating a recent burglary at a property on St. Peter's Park.
- At a property on Oakenholt Lane a caravan door and been forced and tools had been stolen from a garden shed. PCSO Turner advised that residents should be particularly vigilant in ensuring vehicles and outside storage are secured.
- Police had been alerted that a dog had been left in a car on Brook Street, however, upon further investigation, it was found that the matter had been resolved.

Sychdyn

- There had been concerns from residents that three men in a white van had been trying to sell tools in the village. Upon investigation the Police found that the sales by a local company were legitimate.
- Calls had been received concerning the behaviour of a small number of people leaving The Cross Keys public house.
- 20-30 youths had congregated on private land in The Range/Red House Farm area. The Police attended and the youths moved on, without further disturbance.

The Council learned that PCSO Lynn Turner would be retiring in the coming weeks and that the June Council meeting would be her last in attendance. Cllr. John Carlin thanked PCSO Turner for her work in the community and conveyed his best wishes to her for her retirement.

5. MINUTES

The Minutes of the meeting on 13th April 2015 were accepted as a correct record subject to the following amendment:

- (a) **Apologies:** Deletion of Cllr. Linda Deane's name. Cllr. Deane was in attendance.
- (b) There were no matters arising.

6. CHAIRMAN'S ALLOWANCE

At the Annual Council Meeting in May 2014, the Council resolved to review on an annual basis, the format of the Chairman's Allowance. For the current year the Chairman's expenses incurred in undertaking the role would be reimbursed up to a maximum sum of £125. Reimbursed expenses are not liable for income tax.

7. OUTSIDE ORGANISATIONS

The following representative of the Council were re-appointed to the following organisations.

- (a) School Governing Bodies
 - (i) Northop CP School (Councillor Mrs Linda Deane)
 - (ii) Sychdyn CP School (Councillor Mrs Pauline Lawton-Hughes)
- (b) Memorial Halls
 - (i) Northop (Councillor Mrs Linda Deane)
 - (ii) Sychdyn (Councillor Mrs Marion Bateman)
- (c) Citizens Advice Bureau (Councillor Pauline Lawton- Hughes)
- (d) It was noted that the Sychdyn Youth Club is no longer in existence but that should it be reinstated, Cllr. Chris Ruddle would be happy to represent the Council.
- (e) Flintshire County Council Public Transport User Forum
(Councillors Pauline Lawton-Hughes)
- (f) Flintshire County Council Planning Focus Group (Councillor John Carlin)
- (g) Northop Community Council Planning Sub-Committee (Chairman, Vice-Chairman and Clerk to the Council)

8. STREET LIGHTING

- (a) Reports of the following faults were received:

Northop – Day burner at the end of Yacht Terrace.

Sychdyn – The light on Blackbrook was still out. A light at 17 Pen y Bryn was also out.

The Clerk to report to Flintshire County Council.

- (b) Flintshire County Council's (FCC) Street Lighting Manager had advised that more sophisticated photocells could be installed as and when lights were upgraded or repaired, at an additional cost of some £5.00 per unit,. Changing the photocells in the most recently upgraded/repared lights would cost some £20.00 per unit plus labour and equipment costs. The new photocells would allow further reductions in burn times and intensity levels and so reduce the overall consumption of electricity.

Members agreed to commission changing the photocells in the most recently upgraded/repared units and to have such photocells installed as standard in any future works.

- (c) Scottish Power (SP) had to remove an old style light (NCC owned) from a damaged pole outside 31 New Brighton Road, Sychdyn. SP had offered to replace the light with a modern unit at a cost of £600. Members approved the cost of the replacement. The Clerk to liaise with FCC.

9. PLANNING APPLICATIONS

- (a) The following planning application was considered and observations agreed to be submitted to Flintshire County Council's Head of Planning:-

ADW/053646 – Erection of two storey rear extension, single storey side extension, detached replacement garage with office over and relocation of conservatory at Astbury House, The Green, Northop, CH7 6BB.

The Council had no objection to the proposals but had concerns regarding road safety and the movement of traffic associated with the proposed construction work. Astbury House is situated on a narrow road adjacent to a number of other properties. Members were concerned that the inevitable increase in vehicles associated with the construction work would hamper access to/from neighbouring properties and in doing so, create a potentially hazardous highway environment. The Clerk would respond to FCC highlighting the concerns and proposing that restrictions be attached to any planning permission that would limit the risks to road safety, e.g. that delivery of building materials should be prohibited during peak traffic and that vehicles associated with the construction should be parked within the grounds of Astbury House.

(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) **LEJ/053323** – Delegated Officer Approval 15/4/14. Erection of single storey extension and garage at Maes Y Coed, Blackbrook Road, Sychdyn.

(ii) **KCS/053415** – Delegated Officer Approval 1/5/14. Demolition of conservatory and part kitchen projection and erection of single storey rear extension at Rose Lea, London Road, Sychdyn, CH7 6EL.

10. MATTERS RAISED BY MEMBERS

Sychdyn Playing Field – Equipment (Cllrs. J. Millar)

The matter was deferred to the June Council meeting.

11. ACCOUNTS

- (a) The Council resolved to approve the payment of the following accounts:-
- (i) Gwen Smith – Clerk's salary for May 2015 - £310.50 (net)
(Cheque No. 1860) (Local Government Act 1972 - Section 111)
 - (ii) HM Revenue & Customs – Income Tax payment of £77.40
in respect of Clerk's salary May 2015
(Cheque No. 1861) (Local Government Act 1972 - Section 111)
 - (iii) Jim's Mowing – Grass Cutting on 6th and 20th April totalling £110.00.
(Cheque No. 1862) (Open Spaces Act - Sections 9 and 10)
 - (v) J.D.H. Business Services Ltd. – Internal Audit fee 2014/15 £134.40
(Cheque No. 1863) (Local Government Act 1972)
 - (vi) Flintshire County Council – Repair to railings £718.51
(Cheque No. 1864) (Open Spaces Act - Sections 9 and 10)

12. FINAL ACCOUNTS FOR THE FINANCIAL YEAR ENDED 31ST MARCH 2014

(a) The Council accepted the report by the Clerk that the audit by JDH Business Services Ltd. had raised two action points:

- The accounts provided for audit were out of balance by 50p. The difference had been investigated by the Clerk and was identified in the cash book. The bank reconciliation has subsequently been amended.
- An area of potential risk for the Council in 2015/16 is ensuring that Pensions Regulations are met in respect of auto enrolment. The Clerk subsequently contacted the Pensions Regulator's Office and confirmed that the only employee (the Clerk) was not eligible to be auto enrolled into a pension scheme. The Clerk had been advised that no further action was required as regards auto enrolment, however, all employees should be advised in writing of the existence of Local Government Pension Schemes. The Clerk would carry out this requirement.

(b) The Chairman and Clerk as Responsible Financial Officer to sign the draft Annual Return for submission to the External Auditor.

The retiring Chairman (Cllr. John Carlin) thanked the Clerk for her work in preparing the Annual Audit.

13. COUNTY FORUM - 25 JUNE 2015

(a) No specific items were proposed for inclusion on the agenda of the next meeting of the County Forum.

(b) Chris Ruddle would represent the Council at the County Forum. The Clerk to ascertain whether Cllrs. Pauline Lawton-Hughes would also attend.

14. FLINTSHIRE COUNTY COUNCIL WORKSHOPS

Cllr. Geoff Pierce would represent the Council at one of the two workshops, on Bus Subsidy/DRT and Integrated Transport Unit, to be held on Tuesday 2nd June and Friday 5th June.

15. REPAIRS TO THE BOUNDARY WALL, NORTHOP CAR PARK

The Council considered the quotations received and resolved to accept the quotation from Paul Ashley to undertake option (b), to carry out repairs to the car park wall including re-pointing and removing plants etc. from both sides of the wall at a cost of £720. The Council accepted advice from Neil Hickie, Streetscene Manager that execution of the work would require closure, or partial closure of the slip road abutting the stone wall, at an approximate cost of £1760.00. The Clerk to progress.

16. COMMUNITY ASSET TRANSFER (Additional Item)

Members resolved to seek more information about the running costs, etc. of the Pavilion at Tenant Farm Playing Fields, Sychdyn. It was noted that FCC's current lease of the land expires in 2019 and the subsequent availability of the land was not guaranteed. The Clerk to submit an Expression of Interest for a transfer from FCC.

17. TRAFFIC/PARKING ISSUE (Additional Item)

Following contact from the manager of Little Peoples Day Nursery, the Clerk would contact FCC's Highways Department and the Police to seek to improve parking arrangements in the vicinity of the United Reform Church.

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

COUNCIL MEETING	DATE: 11 MAY 2015
------------------------	--------------------------

MEMBER	ITEM	MIN. NO. REFERS
	None.	