

NORTHOP COMMUNITY COUNCIL

Minutes of the Annual Meeting of Northop Community Council held at the Memorial Institute, Northop on Monday 12 May, 2014.

PRESENT: John Carlin (Vice-Chairman 2013-14), Haydn Bateman, Marion Bateman, Linda Deane, Rob Mackey, Geoff Pierce, John Roberts, Chris Ruddle, and the Clerk.

Andy Roberts (Flintshire County Council) was present from commencement until after his presentation (Item 4). Members of the public were also present during the meeting.

APOLOGIES – Councillors Pauline Lawton-Hughes (Chairman 2013-14), Joanne Millar, Tony Sharps and Alan Watkin.

CHAIRMAN'S REPORT

In the absence of the Chairman Cllr. Pauline Lawton-Hughes, Cllr. Linda Deane read the Chairman's Report of her year of Office.

The Chairman noted the significant events of her year of Office including the Sychdyn by-election; the appointment of the current Clerk, the public meeting in September 2013 regarding the proposed crematorium development within the Community area and the necessity to increase the precept for 2014/15 to fund the street lighting improvement programme. During her year of Office the Members welcomed the development of the Community Council website and thanked the Clerk for her part in that. The Chairman represented the Council at the County Forum and as the Community Governor at Ysgol Sychdyn.

The Chairman felt privileged to have represented the Council at the following events:-

June 2013 : Flintshire County Council Chairman's Civic Service, Treuddyn

July 2013 : Mayor of Flint Town Council, Civic Service, Flint

July 2013 : 4th Anniversary of the Royal Welsh Fusiliers granted the Freedom of the County, Flint

September 2013 : Mayor of Buckley Town Council Civic Service, Buckley

October 2013 : Flintshire County Council Chairman's Charity Night, Treuddyn

October 2013. Flintshire Local Voluntary Services Annual General Meeting, Deeside

November 2013: Remembrance Service and laying of poppy wreaths in Sychdyn and Northop

December 2013 : Northop Seniors' Christmas Party

March 2014 : Flintshire County Council Chairman's Ball

March 2014: Induction Service of the Rev. Richard Hainsworth, St Peter's Church, Northop

April 2014 : Nightingale House Hospice. Annual General Meeting, Wrexham

The Chairman thanked the Members of the Council for electing her as Chairman for the Civic Year 2013-14 and thanked the Members and the Clerk for their support

Signed:

Date:

throughout her year of Office. The Chairman wished the new Chairman (John Carlin) every success in his year of Office, certain that he would be an excellent Chairman.

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

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

It was proposed and seconded that Cllr. John Carlin be elected Chairman of the Council for 2014-15 and on being put to the vote, it was agreed unanimously.

Cllr. John Carlin was invested with the Chain of Office by Cllr. Linda Deane who offered her best wishes for his year of Office. Cllr. Carlin thanked the Members for the opportunity and honour to serve the Community as Chairman of the Council and undertook to do so in an impartial, fair and just manner. Cllr. Carlin thanked the retiring Chairman, Cllr. Lawton-Hughes for her year of tenure.

2. APPOINTMENT OF VICE-CHAIRMAN

It was proposed and seconded that Cllr. Marion Bateman be appointed Vice-Chairman of the Council for 2014-2015 and being put to the vote, it was agreed unanimously. Cllr. Marion Bateman accepted the role and expressed her thanks.

Cllr. Linda Deane thanked the Clerk and the out-going Chairman for their work in what was a difficult year. Cllr. Rob Mackey also expressed thanks to the Chairman, the Vice-Chairman and the Clerk and proposed a vote of thanks which was supported by the members of the Council.

3. DECLARATIONS OF INTEREST

No Declaration of Interests were made.

4. FLINTSHIRE LOCAL DEVELOPMENT PLAN (FLDP) – CANDIDATE SITES

The Chairman welcomed Andy Roberts (Principal Planner – Flintshire County Council) to the meeting and thanked him for agreeing to provide guidance to the Members of the Council on the issue of Candidate Site submissions for the FLDP. Mr. Roberts thanked the Council for the opportunity.

Mr. Roberts outlined how the LDP process differs from the Unitary Development Plan (UDP) process. The LDP process provides stakeholder with an opportunity at an early stage in the process to express their views and to submit Candidate Sites for consideration. It is hoped that this opportunity will be taken up by stakeholders. Candidate Site submissions can be made for a range of development uses or to safeguarding land from development. The closing date for submission of Candidate Sites to FCC is 5.00pm 30th May 2014.

Signed:

Date:

Following acknowledgement, recording and mapping, a Register of Candidate Sites will be drawn up by FCC. The Register of Candidate Sites will be available for inspection on FCC's website and subsequently at Council offices and libraries. FCC will not be inviting comments on the Sites at this stage however, there will be an opportunity at later stages in the process for representations on sites that are included in the Draft Plan.

Each Candidate Site included in The Register will be assessed for inclusion in the LDP against a criteria set. Stakeholders will be consulted on the criteria set before the assessment process begins. It is hoped that within 6-12 months FCC will be in a position to consult stakeholders on at least the largest strategic land allocations of the Draft Plan. Mr. Roberts advised that further information on the overarching LDP process is detailed in FCC's Delivery Agreement (as agreed with the Welsh Government) which can be viewed on the Council's website. The challenge for FCC will be the allocation of sites to provide an appropriate balance of land for development and for protection.

Mr. Roberts closed his initial presentation by inviting comments and questions from the Council. A number of comments were made and questions asked from which the following point emerged:

- The LDP strategy for the County will define the allocation of sites.
- Any sites submitted for consideration after the Deposit Stage can only be considered by the Inspector. Ultimately it is the Inspector who decides whether the LDP compiled by any planning authority is sound and can be adopted and implemented.
- The Welsh Government housing projections for 2015-20, published in 2014, were based on 2011 data and identify a shortfall of 5,000 units in Flintshire. This shortfall will need to be allocated in the LDP.
- The 2013 annual UDP monitoring process highlighted that there remained some 3,200 allocated, but uncompleted housing units in Flintshire. It should be noted that there is no guarantee that previous housing allocations will automatically be transferred to the LDP.
- A 5 year supply of housing land needs to be maintained.
- FCC is working towards adoption of the LDP during 2017/18.
- Candidate Site submissions forms must note the reason for submission. The Community Council will need to ensure that any submissions for the protection of land from development identifies the reason for seeking the protection. All submissions must be supported by a scale map highlighting the area in question.

Members of Northop Community Council are strongly in favour of protecting areas of land which provided significant community benefit and fell dutybound to protect the Green Barrier. The Community Council is of the view that both the villages of Northop and Sychdyn have reached their optimum development size and that there should be no further development within the community.

Signed:

Date:

The Chairman thanked Mr. Roberts for the presentation and for his positive response to the comments and questions. The Members of the Council subsequently identified various sites which could potentially be submitted for inclusion in the LDP:

Northop

LOCATION	REASONING	Cllr.
Land at Ysgol Owen Jones, Northop	Protect School land for recreational use and school sports	LD
Land at the top of Church Road which backs onto the sewerage works	Inappropriate size for a dwelling. Bisected by public footpath.	LD
Triangle of land at the back of The Green, Sychdyn Road, Northop. Known locally as "The Bog Field".	Hydrological characteristics of the land reduce the likelihood of flooding in lower-lying areas of the village. Protection of wildlife. Development would have a very high visual impact.	LD/ RM
Glebe Field, Northop	Continued protection of land adjacent to Conservation Area of historic value	RM
All of the land to the north of the A55	Without protection there is a risk of coalescence, of harmful clustering around road junctions. Designate as Green Barrier. Protection of wildlife.	RM
All of the land to the south of the A55.	Without protection there is a risk of coalescence, of harmful clustering around road junctions. Designate as Green Barrier. Protection of wildlife.	GP
Cricket Club site	Established 150 years ago. Protect for recreational use.	GP
Part of the Churchyard which the Church cannot use.	Development would have a high visual impact. Include as Green Barrier with the land to the south of the A55	LD
The Allotment site, Northop	Protection as a beneficial community asset for the production of food.	Jane Jones*

Sychdyn

LOCATION	REASONING	Cllr.
Coed Andrew at the side of Sychdyn Memorial Hall	Protect for recreational use and for the protection of wildlife.	CR
Land at Tenant Farm, Sychdyn (the lease runs out in 2019)	Protect for recreational use and for the protection of wildlife.	JR
Coronation Playing Field, Sychdyn	Protect for recreational use.	JR
Sychdyn Village Hall	Protect as a valuable community asset.	JR
Bowling Green at Sychdyn	Protect for recreational use.	JR
The line of Wat's Dyke	Protect as this is an ancient monument of national importance.	JR

Signed:

Date:

The all-weather playing field adjacent to Ysgol Sychdyn.	The facility has been taken out of recreational use and put into school use therefore the land needs to be protected for recreational use.	MB
Land at the side of Coed Onn which runs next to the Main Road, towards Hall Lane.	Protect as valuable farm land.	HB

Members of the public present were invited to comment and the following points were made:

- Not wishing to see a spur development on agricultural land on the Northop side of Wat's Dyke.
- The settlements should be clearly defined and the Council should make the point that it received an overburdening housing allocation under the UDP.
- A wish to see a sub-group formed to deal with the LDP and a willingness to contribute to such a sub-group.
- The Allotment site at Northop was proposed as a further Candidate Site.*

Members of the Council recognised that further work was necessary in order to meet the deadline for submission of Candidate Sites to FCC. It was therefore agreed that two councillor sub-committees would be formed to identify any further Candidate Sites in Northop and in Sychdyn. The sub-committees would also collate the necessary information to enable the completion of the submission forms. It was further agreed that a Special Meeting of the Council was required to consider the sites identified by the sub-committee before final approval for submission to FCC.

5. POLICE MATTERS

The Clerk shared with members an update received from PCSO Lynn Turner in which she highlighted:

- That although she had returned to work she was still office bound.
- PCSO Turner had requested patrols in Northop to deal with the issue of infringement of the one-way system on the High Street.
- PCSO Turner had requested patrols in the area to deal with the issue of speeding along Holywell Road, Northop and Northop Road in Sychdyn.
- There had been reports of a male sleeping in a tent off Northop Road, Sychdyn. This person was not from the local area and has since left.
- Reports of thefts of high-value bicycles from Sychdyn. Enquiries so far have been unsuccessful.
- Reports of youths causing a nuisance when leaving the youth club in Sychdyn. PCSO would visit the club and advise accordingly.

Signed:

Date:

Sychdyn – No further matters raised.

Northop – It was reported that the mobile speed camera unit had recently been located opposite the Redrow development in Northop.

6. MINUTES

The Minutes of the meeting on 14th April 2014 were accepted as a correct record.

7. CHAIRMAN'S ALLOWANCE

The Clerk reported that the SLCC and H.M. Revenue & Customs have advised that any round sum allowance (such as the Chairman's Allowance) is taxable. The Council resolved to review annually 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 tax. The ruling would also have implications for the Clerk's Allowance which would continue to be paid on a quarterly basis but included in the PAYE system for tax.

8. 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 was no longer in existence.
- (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)

9. STREET LIGHTING

- (a) No reports of faults were received.
- (b) The Clerk reported that she had spoken further with Darell Jones, Flintshire County Council's (FCC) Street Lighting Manager regarding risk assessment of the Northop Community Council (NCC) street lighting portfolio. Mr. Jones confirmed that in assessing the condition of the NCC lighting portfolio, FCC had information on its age, condition and maintenance and that had been compared with the requirements for

Signed:

Date:

FCC's lighting stock of a similar age/condition. The programme of upgrades to the NCC portfolio was being undertaken to ensure safety and legal compliance. The issue of any transfer of street lighting to principal authorities would be re-scheduled for a later meeting.

It was noted that Cllrs Haydn Bateman, Marion Bateman and Linda Deane would be attending a meeting on 13th May with Flintshire County Council's Head of Streetscene. The meeting was open to all Town and Community Councils. The issue of Prudential Borrowing and future responsibility for the lighting portfolio was of particular interest to the Council.

10. PLANNING APPLICATIONS

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

- (i) **DGJ/051782** – Outline planning permission with all matters reserved for the erection of 3 tourist/leisure let accommodation units and associated works at Northop Country Park Golf Club, Northop Country Park, Northop, CH7 6WA.

The Council resolved to object to the proposals on the following grounds:

- Planning Policies and Proposals/Government Planning Advice - The development is outside the curtilage of the village.
- Impact on the character and appearance of the area - Unjustified development in open countryside.
- Impact on residential amenity - Loss of part of the golf course fairway.

(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) **APW/051796** – Delegated Officer Approval 14/4/14. Erection of temporary changing rooms and office accommodation at Northop Country Park Golf Club, Northop Country Park, Northop, CH7 6WA. The Clerk reported that the approval was limited to a period of 2 years from the date of the decision.
- (ii) The Clerk reported that the planning application for the proposed Crematorium at Starkey Lane, Northop had been deferred from the Flintshire County Council Planning Committee on 14th May. The Community Council had received an invitation to speak at the Committee and if required to do so in the future, Cllr. John Roberts agreed to represent the Community Council on the issue of the detrimental impact of the proposal on local footpaths.

Signed:

Date:

11. ACCOUNTS

- (a) The Council resolved to approve the payment of the following accounts:-
- (i) Gwen Smith – Clerk’s salary for May 2014 - £294.10 (net)
(Cheque No. 1801) (Local Government Act 1972 - Section 111)
 - (ii) HM Revenue & Customs – Income Tax payment of £73.40
in respect of Clerk’s salary May 2014
(Cheque No. 1802) (Local Government Act 1972 - Section 111)
 - (iii) Jim’s Mowing – Grass Cutting on 17th and 31st March totalling £110.00.
(Cheque No. 1803) (Open Spaces Act - Sections 9 and 10)
 - (v) J.D.H. Business Services Ltd. – Internal Audit fee 2013/14 £126.36
(Cheque No. 1805) (Local Government Act 1972)

The following invoice was not approved as delivery of all 16 bags of rock salt could not be verified. The Clerk would seek proof of delivery from Flintshire County Council’s Streetscene Service.

(iv) Flintshire County Council – Supply of 16 bags of rock salt £96.00

12. MATTERS RAISED BY MEMBERS

- (a) Northop Car Park (Cllrs. Geoff Pierce and John Carlin)

Concerns had been raised by Councillors and by members of the public that the car park was no longer viewed as a facility for the village but rather a commuter car park for those car sharing along the A55.

At the request of Cllr. John Carlin, the Clerk had made initial enquiries regarding generating income from the car park to offset running and maintenance costs. FCC had advised the Clerk that in order to enforce any car parking fees, a Car Park Order would have to be drawn up at an estimated cost of £2,000-3,000. FCC advised that more detailed costs could be provided upon receipt of a formal enquiry. It was agreed that resolving the matter would not be an easy task and in particular the need to factor in the possible displacement of parked commuter vehicles from the car park onto the streets of Northop. The Clerk was therefore asked to draw together a Business Plan to consider the likely costs and implications of any possible solution.

- (b) Summer Playscheme 2014 (Cllr. Joanne Millar)

In the absence of Cllr Millar the Clerk reported that Sychdyn 2012 wished to fund an additional week’s Playscheme provision in the village. The Clerk reported that the proposals were welcomed by Flintshire County Council but required the support of the Community Council to benefit from the subsidised cost of £250.00. Flintshire County Council advised that there were no additional financial nor insurance considerations to the Community Council in supporting the proposal. The Council resolved to support Sychdyn 2012’s funding of an additional week’s Summer Playscheme provision in Sychdyn for 2014.

Signed:

Date:

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

(a) The Clerk confirmed the legal requirement for internal and external audits to be undertaken and advised that Northop Hall Community Council used the same internal auditors as Northop Community Council.

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

- An unpresented cheque (£73.40) was not included in the year-end balance therefore the payments and c/f balances needed to be amended accordingly.
- Future audits would require year end bank statements. These were not available to the Clerk at the time of submission of the Audit.
- Staff costs disclosed in the annual return varied from the cash book total for 2013/14. This was due to the Clerk's Personal Allowance being recorded in an incorrect column in the cash book. The staff costs noted in the annual return were correct.

(c) The Council authorised the Chairman and Clerk as Responsible Financial Officer to sign the draft Annual Return for submission to the External Auditor, Hacker Young.

14. COUNTY FORUM - 12 JUNE 2014

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

(b) Cllrs. Pauline Lawton-Hughes and Chris Ruddle would represent the Council at the County Forum.

NEXT MEETING: Special Meeting to finalise the FLDP Candidate Site Submissions on Tuesday 27th May, 2014 at 7.00pm. The Clerk to confirm arrangements.

Signed:

Date:

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

COUNCIL MEETING	DATE: 12TH MAY 2014
------------------------	---------------------------------------

MEMBER	ITEM	MIN. NO. REFERS
	None.	

Signed:

Date: