

Acklington Parish Council Agenda

Clerk: Clair Lewis
65 Main Street, Felton, NE65 9PT
Tel: 07809205548

To Members of Acklington Parish Council

You are hereby summoned to attend a meeting of Acklington Parish Council on Tuesday 7 September 2021 at 7:00pm for the purpose of transacting the following business.

The Meeting will be held in Acklington Village Hall. Please note the following safety precautions which must be adhered to by councillors and attendees, due to the Covid-19 pandemic:

1. You **must not attend** if you or anyone in your household, or social or childcare bubble has Covid-19 symptoms.
2. **Social distancing** should be adhered to at all times. Please take particular care to keep your distance from others while waiting to enter and exit the Hall and in the entry and exit vestibules. You may need to queue. You should **wear a mask** at all times while in the Hall unless you are exempt.
3. On Arrival, you must **provide your track and trace details**. A sign in sheet will be provided for this purpose by the Parish Clerk, just inside the Main Hall. The completed sheet will be held by the Parish Clerk in accordance with regulations and then permanently deleted.
4. After signing in, please **make your way directly to your seat** and **remain seated** unless you are leaving the Hall or you are accessing the toilet facilities. Your chair must remain at the required 2m distance from all other users, except those in your own household, or social or childcare bubble.

Please note that restrictions on numbers may be necessary in compliance with Covid-19 restrictions and the need for attendees to be socially distanced. The Parish Council will admit public and press on a first come first serve basis.

C Lewis
Parish Clerk & Responsible Financial Officer

OPEN SESSION

At the invitation of the Chairman to consider any questions from members of the public prior to commencement of the business to be transacted on the agenda. Questions are limited to a 15-minute period or 3 minutes per person.

AGENDA

BUSINESS TO BE TRANSACTED

1 Apologies for absence

To approve any apologies for absence

2 Disclosure of Interests

To disclose any interests in items on the Agenda and the granting of any dispensations

3 Co-option to Vacancy

To co-opt a new member to the Council

4 Minutes of previous meeting

To approve as a correct record the minutes of the Ordinary Meeting of the Council held 12 July 2021 (Pages 3-6)

5 Standing Item – Report from County Councillor

To receive a report from County Councillor Watson

6 Clerk's Report

To receive for information a report from the Clerk on actions taken since the previous meeting (Page 7)

7 Finance:

a) To receive Financial Summary and bank reconciliation to 1 September 2021 (Pages 8 and 9)

b) To authorise payments

Supplier	Reason	Amount
S Malone	Reimbursement for brush cutter hire	£257.60
C Lewis	Clerk's Salary and Expenses	£310.38
HMRC – PAYE	Clerk's Salary	£76.60
Coquet Pest Control	Wasp Nest	£50.00

c) To note receipts

Date	Source	Reason	Amount
9/7/21	Lloyds	Interest	£0.10
9/8/21	Lloyds	Interest	£0.10
11/8/21	Lloyds	Compensation for issues with change to bank mandate	£13.00
11/8/21	Lloyds	Compensation for issues with change to bank mandate	£75.00

8 Planning

To consider any planning matters in circulation (if required)

9 Footpath Working Party Update

To receive an update from the Footpath Working Party

10 Neighbourhood Plan

To receive report on Neighbourhood Survey Results and to agree next steps

11 Acklington Village Well/Water Pump

To discuss condition and ownership of the Well/Water Pump with a view to a possible restoration project – deferred from last meeting

12 Village Planters

To discuss maintenance and planting of village planters and to agree actions

13 Local Transport Plan Programme 2021/22

To decide top three highways and transport priority issues for submission to NCC, to be considered for inclusion in the Local Transport Plan Programme 2022/23 (Guidance from NCC aimed at Parish Councils set out at Pages 10 and 11)

14 Custodian Trustee Deed of Appointment

To consider the draft Deed of Appointment and if satisfied with the Deed as drafted to resolve for two members of the Council to sign the Deed on behalf of the Council (Pages 12 and 13)

15 Items for the next Agenda

To discuss and agree any items for the next Agenda

16 Date of Next Meeting

Tuesday 2 November 2021 at 7:00pm in Acklington Village Hall

ITEM 3 DRAFT MINUTES

The minutes of the Meeting of Acklington Parish Council held on 7.00pm on 12 July 2021 at Acklington Village Hall.

PRESENT: Cllrs J Newton (Chair), D Barras, L Craig, S Ingleby, T Mezza, S Thorpe and the Parish Clerk Mrs C Lewis.

024/21 Apologies for Absence

Cllrs Malone and Whiteley

County Cllr Watson

025/21 Disclosure of Interests

None received.

026/21 Minutes of Previous Meeting

RESOLVED that the minutes of the Annual Meeting of the Council held 18 May 2021 were agreed as a true record.

027/21 Report from County Cllr Watson

None. County Cllr Watson was unable to attend due on the rearranged date.

028/21 Review of Standing Orders, Financial Regulations, Other Policies and Terms of Reference

The Clerk has reviewed the current policies. The Council should review and re-adopt policies on a scheduled basis. Rather than do these all at one time, the Clerk is proposing to carry this out over the year, with one or two policies brought to each meeting. This proposal was agreed.

029/21 Finance

- a) The financial summary to 30 June 2021 was noted.
- b) The bank reconciliation and budget monitoring to 30 June 2021 were received and noted.
- c) **RESOLVED** to authorise the following payments.

Supplier	Reason	Amount	Payment Reference
HMRC - PAYE	Clerk's Salary	£45.80	21/22.4 (605)
Zurich	Insurance	£257.60	21/22.6 (606)
Acklington Village Hall	Donation	£700.00	21/22.8 (607)
Play Safety – ROSPA	Play Area	£100.00	21/22.9 (608)

- d) The following receipts were noted.

Date	Payee	Reason	Amount
09/06/2021	Lloyds	Interest	£0.10

- e) The Clerk provided an update on the changes to the bank mandate. Unfortunately, despite managing to process one of the two forms, Lloyds claim not to have received the second, which was sent in the same envelope. The signatories are therefore unchanged. The Clerk was advised by Lloyds to resubmit the form to amend the signatories. In the meantime, payments have not yet been made. The Clerk has spoken to Zurich and the payment of the insurance premium can be made up to 28 days after it falls due without invalidating the insurance cover.

- a. 21/02287/FUL – Land South of Waterside Cottage, Guyzance – Convert and extend redundant Cow Byre to residential use (C3) for holiday let.

The cow byre is very dilapidated. The Council is concerned to receive yet another application for a holiday let. The road junction is very narrow giving rise to safety concerns and the access path would need to be reinforced to allow for construction traffic; this would need to strike a balance so as not to become attractive to 4x4 off-roaders but safe enough to reach the construction site. The application is not about conserving an agricultural property but about developing a residential property for holiday letting. The Council noted that it would be more comfortable if the intention was for it to be used as a permanent residence. The Council noted the number of applications pending for holiday lets and discussed the Guyzance will soon be surrounded by a “holiday village” threatening its character as a rural undeveloped community. The Clerk will draft a response to include the issues discussed and Cllrs Ingleby and Craig will review this before it is submitted.

- b. 18/00560/OUT – Outline Permission with Layout: Development of 21 Dwellings (4 affordable) – Land North West of Acklington Drive – HWG1 Construction Method Statement and Reserved Matters Application

The required document has now been uploaded and the issues seem to have been resolved. The developer has been in contact with the Council and is willing to have a site meeting. The developer is adamant that they haven't removed any trees which they should not have done. The Council discussed the Construction Method Statement which contains details of road traffic management, suitable on-site parking and cleaning of vehicles. The traffic management for each construction site is being dealt with in isolation but there needs to be discussion between the teams regarding the traffic lights. There are ongoing issues with pedestrian access being blocked. Warnings should have been put out on both sides and they should have leafleted the village; none of this has been done. Access needs to be moved to the eastern end and traffic calming will need to be moved accordingly. The Council is waiting for a response about the chicane. There is also concern about the presence of bats and whether the works are disturbing these.

- c. 21/02466/FELTPO – 6 Dairy Court

The application will be looked at by the Tree Officer at NCC. The trees clearly need to be managed and the Parish Council has no objection. However, the Council noted that the village is gradually becoming less and less wooded and it would be good to see trees being planted on alternative sites when trees are removed.

- d. 21/02512/FUL – Cloverfield Cavil Head Farm

Cllr Thorpe is aware of opposition to the proposed application. The property has no back garden. There is a parking space and front garden. The Council recognises that it cannot object on the grounds that the proposed development blocks the view, but in this case the other properties will be hemmed in by the development, which will stick out beyond the normal curtilage of the house. The Council agreed that Cllrs Thorpe, Newton and Malone will carry out a site visit.

031/21 Footpath Working Party Update

Cllr Malone was unable to attend the rearranged meeting date but provided an update sent out with the Agenda. This was noted by the Council. Cllr Newton reported that clearing the new permissive path had been very onerous and had taken volunteers four Saturday mornings to achieve; their time and efforts are appreciated by the Council. Cllr Newton is researching whether there are machines which could be used to clear hogweed instead of strimming.

032/21 Neighbourhood

Cllr Ingleby has ordered the leaflets and these are arriving tomorrow; 500 were ordered as the price did not change up to this quantity. Delivery will take place this week and weekend. The Clerk will put the survey live on the Parish Council website ready for people to complete it electronically. Completed paper surveys can be posted through the Village Hall's letter box.

033/21 Playground Equipment

The Clerk has found some quotes previously obtained for repairs pre-Covid. The Council discussed how repairs are normally triggered by the ROSPA Safety Inspection Report. Quotes were obtained previously for the seesaw, mound slide and roundabout. The Council discussed the sharp vegetation on the mound and whether this needed clearing before works could be carried out. The timber frames are beginning to deteriorate. The Clerk suggested that a working group could meet to begin the process of reviewing the needs and seeking quotes.

RESOLVED:

- a. Cllr Mezza to continue with visual inspections, fortnightly during the school holidays and monthly in term time.
- b. Cllrs Newton and Barras and the Clerk to meet as a working group to look at beginning the playground repair/replacement project.

034/21 Acklington Well/Water Pump

Cllr Whiteley has done some research into the ownership of the water pumps. In her absence, the matter is deferred until the next meeting.

035/21 War Memorial

The Council discussed the inaccessibility of the War Memorial to parishioners as it is located inside the prison grounds. The Council noted that the War Memorial was commissioned as part of a prison project and is made from brick and stone. It cannot practically be moved or relocated and it is unlikely that this would be agreed to in any event. It was also noted that invitations to memorial events are not issued. The public can attend but it is often unclear on what day a service will be held, for example if this falls mid-week, whether it will take place on the actual day or on the closest Sunday. Cllr Malone has identified a charity, Airfields of Britain Conservation Trust UK, which installs airfield markers made from granite to honour historical airfields. The Trust pays for the marker and its installation but welcomes donations. Several have been installed in the area, for example at Chatton.

RESOLVED: Clerk to approach ABCT UK to ask whether a marker could be installed to honour Acklington Airfield.

036/21 Any Other Business

- a. Cllr Newton has received a query from a resident about a speed sign at the prison entrance. This was discussed by the Council on 1 September 2020 and was one of the Council's requests for inclusion in NCC's Local Traffic Programme. Unfortunately NCC has confirmed that this request was not selected for inclusion in the Programme.

- b. The direction signs for the new Southfields Estate are all pointing the wrong way, resulting in traffic being directed down the prison road. The advertising information on the Southfields Estate website states that there is a village school. The Clerk will contact Buchanan Estates to ask for these matters to be corrected.

037/21 Date of Next Meeting

Tuesday 7 September 2021 at 7:00pm.

ITEM

CLERK'S REPORT

1. Bank Mandate

The bank mandate form has finally after three attempts been received and processed by Lloyds. Lloyds have admitted poor service and have made two compensatory payments totalling £88. The correspondence address has been updated and the three new signatories should shortly receive their access details for online banking.

2. Proposed Memorial for RAF Acklington (airfield)

Airfields of Britain Conservation Trust ("ABCT") would be very happy to supply and install a granite memorial to RAF Acklington. Kenneth Bannerman, the founder of ABCT, has made several visits to Acklington in the past and agrees that a monument would recognise the airfield's historical significance. The full size monument is made from Indian Granite and is 1.2 metres tall, weighing approximately 1.4 tonnes. Smaller plaques are available, approximately 77lb, which are often selected for commemorating WW1 fighter landing sites. ABCT usually installs the monument at the airfield or as close as possible. Mr Bannerman is aware of the difficulties this would pose due to the prison and is happy to liaise with the Council to identify a suitable location. The memorials do not usually require planning permission. ABCT has a standard document which it will send to NCC to check whether planning permission is required.

Mr Bannerman suggested that there is a question over the correct closure date as the airfield was still being used by Search and Rescue helicopters up until October 1975, from which date they began to fly from RAF Boulmer. The closure date of the airfield is however listed as 1969, when it is believed the runways were lifted. A decision will be needed as to which date to use for the memorial. Mr Bannerman is happy to liaise with the Council and would welcome any information on this point.

Unfortunately, due to Covid, it has not been possible for ABCT to install and unveil memorials during most of 2020 and 2021. The charity's approach is to err strongly on the side of caution and therefore not to plan any unveilings while there is a risk to elderly and vulnerable potential attendees. There is currently a backlog of around 35 memorials, the majority of which are in storage awaiting installation. ABCT will need to order further memorials for delivery; this usually takes around four to five months from ordering to installation/unveiling, but it is difficult to assess timescales at present as Covid has caused delivery delays.

ABCT prefers, where possible, to unveil two or three memorials in the same area (or which are linked in some other way) over a weekend. Mr Bannerman was not able to share details but there may be another potential memorial which could be unveiled on the same weekend as Acklington.

No further action is required from the Parish Council at this point. Mr Bannerman will contact the Council to make further arrangements once ABCT has a memorial available.

3. Southfields Estate – Signs and Incorrect Marketing Information

WalkersXChange, who are marketing the company, have received numerous complaints about the signs incorrectly directing potential viewers around the village and towards the prison. They are also aware of the marketing on the website incorrectly referring to the school. Both these issues have been reported on multiple occasions to the developer. The Clerk spoke to Julie; she has requested permission from the developer for her company to simply remove the signs if they cannot get these corrected as she is frustrated with the lack of action. Julie is continuing to raise these issues with the developer.

ITEM 7a FINANCE

ACKLINGTON PARISH COUNCIL				
Financial Position at 1 September 2021				
BALANCE b/f at 1 April 2021				12,765.37
RECEIPTS				
			Budget	Year to Date
VAT Refunds			50.00	1,135.38
Precept			8,000.00	4,000.00
Interest received			6.00	0.50
Miscellaneous			5.00	88.00
Donations				-
			8,061.00	5,223.88
PAYMENTS				
	Reserves (1/4/21)		Budget	Year to Date
Clerk's Salary			1,300.00	229.14
Clerk's Expenses			250.00	8.00
Stationery			-	-
Insurance			280.00	257.60
Audit Fees			100.00	100.00
Subscriptions/Training			300.00	210.84
IT Costs			-	-
Street Furniture	1,181.86		300.00	-
Landscaping/Grass Cutting	1,125.89		1,700.00	-
Play Area	9,254.52		1,600.00	79.00
Footpath Warden Scheme	528.02		500.00	660.00
Community Defibrillator	150.00		100.00	-
Neighbourhood Plan	193.28		100.00	69.00
Miscellaneous			100.00	-
Donations			1,200.00	700.00
Recoverable VAT			50.00	147.80
Election Costs	331.80		-	-
VAS			100.00	-
	12,765.37		7,980.00	2,461.38
BALANCE C/F				15,527.87
BANK RECONCILIATION				
Balance per bank statements as at 1 September 2021				
Lloyds Treasurers Account				4,871.08
Lloyds Business Bank Instant Account				12,068.57
Less				
Unpresented cheques				- 1,411.78
				15,527.87
Earmarked Funds				
B/F			12,765.37	
Allocation of Budget			4,300.00	
Transfers				
Grants received				
Expenditure to date			- 808.00	
				16,257.37
Working Balance				- 729.50

Earmarked Funds

Fund	Balance c/f at 1 April 2021	Grants and donations	Other income	Allocation of budget	Expenditure	Current Balance
Childrens' Play Area	9,254.52			1,600.00	79.00	10,775.52
Street Furniture	1,181.86			300.00	-	1,481.86
Ground Maintenance	1,125.89			1,700.00	-	2,825.89
Play Area (Insurance Cover)	-			-		-
Election Costs	331.80			-	-	331.80
Neighbourhood Plan	193.28			100.00	69.00	224.28
Footpath Warden Scheme	528.02			500.00	660.00	368.02
Community Access Defibrillator	150.00			100.00	-	250.00
Total Earmarked Reserves	12,765.37	-	-	4,300.00	808.00	16,257.37
General Reserves	-	-	-	-	-	-
Working Balance	-	-	923.88	-	1,653.38	- 729.50
						15,527.87

Northumberland Local Transport Plan (LTP) Programme

Parish Council notes for Guidance

Criteria for LTP Schemes

Integrated Transport

The LTP programme has been developed following a comprehensive review of the needs for the maintenance of the highway asset, identified road safety issues and potential improvement of the highway and transport network.

In addition, requests for improvements and maintenance received from the local community over time are recorded in the Directory of Requests database and considered for inclusion in the programme on an annual basis. County Council Members and Town and Parish Councils are provided with details of the requests that have been made within their own areas throughout the year and they are asked to identify key priorities for consideration in the programme for completeness.

The requests are scored by officers in Technical Services and the draft priorities are presented to Council Members in the autumn for their comment before the final draft programme is presented to the Local Area Councils for final comment early in the calendar year, prior to the final approval in March. The process is transparent, however, as the demand for schemes significantly outweighs the funding available it is impossible to approve all of the requests that we receive in the annual programme.

- Requests are assessed against the following criteria:

Contribution to National Transport Goals:

- a) Support Economic Growth
- b) Reduce Carbon Emissions
- c) Promote Equality of Opportunity
- d) Contribute to Better Safety, Security and Health
- e) Improve Quality of Life and a Healthy Natural Environment

Other Criteria:

- f) Part of a package of measures
- g) Community Priority
- h) Attracts External Funding or Synergy with other projects

Scoring

2 = contributes to the criteria

1 = makes some contribution

0 = no contribution

- Safety Schemes are assessed according to the number and severity of personal injury accidents.
- Issues concerning traffic regulation (e.g. parking restrictions) are also considered as part of this annual review, rather than on an ad hoc basis throughout the year. This enables county wide priorities to be established.
- When submitting priorities, please give as much information as possible, including the location and the reason for the priority, i.e. what is the issue that needs to be addressed? (e.g. pedestrian safety, speeding traffic). In each case it is the "issue" that is scored, not any proposed solution.

Roads, Bridges & Public Rights of Way Maintenance

- The road, footway and bridge maintenance programme is developed largely from condition surveys. Foot/cycleway maintenance is prioritised where a lot of reactive maintenance work has been carried out and/or complaints from the public have been received.
- Public rights of way schemes are identified by the Countryside Access Team following consultation with path users. Works focus on meeting the Council's statutory duty by repairing flood damage or river erosion and improving the surface and drainage of damaged and well used paths in popular walking/riding areas.

Note

The LTP programme is capital funding. It cannot be used for revenue funded schemes, such as public transport services or pothole repairs. Requests for new or improved bus or rail services will therefore be forwarded to the Public Transport Team who liaise with operators, (public transport infrastructure, e.g. raised kerbs at bus stops, is eligible for LTP funding).

DEED OF APPOINTMENT

This Deed of Appointment is made on **(date)** between:

Acklington Village Hall (the Charity) acting by its Governing Body (“The Management Committee”) and **Acklington Parish Council** (“The Parish Council”) and **James Leslie Davison** of East House, Acklington, Northumberland, NE65 9AH and **Robert Allan Howie** of Acklington Park Farm, Acklington, Northumberland, NE65 9AA (the Retiring Trustees).

This Deed is supplemental to the Conveyance dated 9th June 1981 made between (1) the **Honourable Richard Charles Percy** and others (2) **Percy Southern Estates Company** and (3) the **Trustees of the Village Hall Acklington**, and to the Conveyance dated 2nd December 2008 made between **James Leslie Davison** of East House, Acklington, Northumberland, NE65 9AH (the Continuing Trustee), **Moyra Elizabeth Howie** of 1 Greenfield Close, Warkworth, NE65 0XG, **Jeannie McDougal** of 47 Acklington Village, Acklington, Northumberland and **Sir Anthony Milburn** of Newton Fell House, Newton, Stocksfield, Northumberland, NE43 7XB (the Retiring Trustees) and **John Coombes** of Brainshaugh House, Brainshaugh, Northumberland, NE65 9AE, **Trevor Surtees Ledger** of Calves Byre, Fieldhouse Farm, Acklington, Northumberland, NE65 9BY and **Robert Allan Howie** of Acklington Park Farm, Acklington, Northumberland, NE65 9AA (the New Trustees). Subsequently, Trevor Ledger resigned as trustee on 17th March 2009 and John Coombes resigned on October 27th 2009.

BACKGROUND

The Charity is an unincorporated association operating as a charity.

The Retiring Trustees wish to retire as trustees of the Property and the Charity wishes property that it owns which includes items in the attached schedule and other property acquired from time to time (“The Property”) to be vested in the Parish Council as trustees.

At a duly convened meeting of the Management Committee held on 17th June 2021 at Acklington Village Hall it was resolved that the Parish Council named above should be appointed to hold title to the Property for the purposes of the Charity.

At the same meeting it was resolved that trustees Alison Sharpe and Tony Burns were authorised to sign this Deed on behalf of the Management Committee.

At a duly convened meeting of the Parish Council held on **(date)** at **(place)** it was resolved that the Parish Council would act as trustees for the Charity and that **(names)** were authorised to sign the Deed on behalf of the Parish Council.

AGREEMENT

It is agreed that:

1. The Parish Council is the custodian trustee of the Charity and the provisions of Section 2(4) of the Public Trustee Act 1906 apply to the Parish Council and to the Management Committee respectively in like manner as they apply to the public trustee and the managing trustees.
2. The Parish Council has no powers of management except such as expressly conferred on it by this Deed.
3. The Parish Council has the custody of all securities and documents of title relating to the Property but the members of the Management Committee or any of them have free access and are entitled to take photocopies of them.
4. The Parish Council must do all that is asked of it by the Management Committee in relation to the Property unless it involves a breach of trust or involves a personal liability upon it. Provided it acts only in accordance with the lawful directions of the Management Committee, the Parish Council should not be liable for the act and defaults of the Management Committee or any of its members.
5. The powers of appointing new or additional custodian trustees and of discharging custodian trustees are exercisable by the Management Committee alone, but the Parish Council has the same power of applying to

the court or to the Charity Commission for the appointment of a new custodian trustee as has any other trustee for a charity.

Signed as a Deed by:

[Signature Clauses for Acklington Village Hall
not copied here]

Witness:
Name

Address

on behalf of Acklington Parish Council acting under their authority by resolution on Occupation

Witness:
Name

Address

on behalf of Acklington Parish Council acting under their authority by resolution on Occupation

THE SCHEDULE

The Property is:

(1) The Village Hall, Acklington, Northumberland