

Brinkburn and Hesleyhurst Parish Council

MINUTES OF MEETING

Meeting on: 18th May 2021
Meeting at: On-line at Zoom 880 4603 9518
Meeting Time: Immediately after the Annual Parish Meeting.
Present: Steven Bray (SB), Lesley Hall (LH), Vincent Milburn (VM) David Owen- Chair (DO), Jackie Scarpa (JS) Jamie Whicker (JW).
In attendance: Clerk: Garth Rhodes.
The meeting opened at 7.26 p.m.

1. **Apologies for Absence.** None
2. **Minutes of Previous Meeting** - The minutes of the meetings held Tuesday 9th March 2021 were reviewed, unanimously approved as a true record and to be signed as such (Proposed VM, Seconded DO, All in Favour).
3. **Matters arising out of Minutes.**
 - a. Defibrillator at Embleton Terrace. The acquisition of the defibrillator had been a long-drawn-out process, and the members thanked SB for all his efforts in attaining and arranging the adaption of the phone box, funding and the defibrillator itself. The cabinet had been installed, thanks to JW and Dave Young. The defibrillator was now registered with NEAS and now only awaiting the second set of pads from London Hearts. It was envisaged that it would be fully functioning by the end of the week. The final report form from WWFCF was on its way and DO and SB to complete the report in order that the final monies could be released. **Action: DO/SB**
 - b. May 2021 Parish Council Elections. The following persons were elected as Parish Councillors for:
Brinkburn: BRAY Steven Thomas; FENWICK Mark Cadogan, OWEN David Donald; SCARPA Jackie; TURNBULL-HALL Lesley Ann
Hesleyhurst: MILBURN David Vincent; WHICKER James.
 DO congratulated all the members on their election to office and welcomed Jamie Whicker as a new member to the Council. Clerk would be submitting cllr declaration of pecuniary interest forms and election expenses early the following week and therefore required any outstanding forms Friday 21st May otherwise members would need to submit these directly to County Hall. **Action: All**
 - c. Selection of Parish Representatives on the Northumberland National Park Authority 2021. Members agreed to support an application from MF if he wished to nominate. DO to discuss this with MF. **Action: DO/MF**
4. **Correspondence** –Items of significance had been included within the Agenda or had been previously circulated to members. It was important that members looked at the correspondence sent to them, particularly the briefings from Northumberland Association of Local Councils. Clerk to send out a list of correspondence midpoint between this and the September meeting. **Action: All/Clerk**
5. **Finance**
 - a. Notification of receipts since the last meeting: Approved.

09/00/2021	NCC Pay Ref 4618920	Precept First Half	2100.00
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- b. Approval of Clerk's salary, expenses, PAYE & NI and approval of Other Payments since the last meeting: Approved.

11/03/2021	London Hearts	Defibrillator/Ext Cabinet/Tel box fittings	1441.00
11/03/2021	Alnwick Playhouse	Donation	200.00
11/03/2021	NTC	Donation	200.00
19/04/2021	NALC	Subs 79.55, Website fee 75.00	154.55
18/05/2021	Garth Rhodes	Salary & Expenses (Apr-June)	291.90
18/05/2021	HMRC	PAYE (Apr-Jun)	69.00

- c. Requests for donations: None
 - d. Bank Reconciliation to 18th May 2021. Approved.

Bank Reconciliation at 18th May 2021			
			£
Balance per bank statements			3458.01
Less unrepresented cheques	19/04/2021	NALC	154.55
	18/05/2021	Garth Rhodes	291.90
	18/05/2021	HMRC	69.00
			515.45
Uncredited Deposits -			0.00
Balance			2942.56
Balance per cash book			2942.56

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- e. Approval of Accounts to March 2021 pre- Annual Return including JBC proportional accounts for Brinkburn & Longframlington:
Approved.

FOR AGAR			
Opening Bank/Cash On Hand	1677.79		
Precept	3940.00		
Total Precepted Income		5617.79	
Other income			
Interest	0.00		
Donations etc.	1500.00		
Empty	0.00		
Capital Receipts	0.00		
NCC Cemeteries Double Charge	0.00		
General	0.00		
VAT	0.00	1500.00	
Total Other income		7117.79	
Expenditure			
Admin Salary (NET)	1107.00		
PAYE	276.60		
Total Salary Costs	0.00	-1383.60	
Village Amenities Expenditure			
Admin expenses	71.97		
Admin General	218.04		
Insurance	175.07		
Maintenance	115.20		
Playground	914.90		
JBC	940.00		
Capital Spend	1441.00		
Total Village Amenities Expenditure		-3876.18	
Grant Expenditure	0.00		
Grants given	500.00		
S.137	0.00		
Total Grants Payable	0.00	-500.00	
Total Other Expenditure	0.00	-5759.78	
Total Council Income less Expenditure	0.00		1358.01
Total Income		7117.79	
Total Expenditure		-5759.78	
Carried Forward to 2021/22			1358.01

- f. Annual Governance and Accountability Return for 2020/21
- To consider and agree any actions arising from the report of the internal auditor. The auditor identified no issues and had signed off the AGAR Annual Internal Audit report
 - To approve 2020/21 – Certificate of Exemption. Approved.
 - To approve Sections 1 - Annual Governance Statement. Approved.
 - To approve Section 2 - Accounting Statement: Approved. Explanation of Variances: Approved. Final End of Year Bank Reconciliation: Approved.
 - To agree the period for the Exercise of Public Rights. As recommended by the External Auditor it was agreed this would commence Monday 14 June 2021 and ending on Friday 23 July 2021. Notices to be posted no later than Sunday 13th June 2021
Acton: Clerk/SB
- g. VAT Return 2020-21. No VAT paid this year so no claim had been made for y.e. 31.03.2021.
- h. Annual Insurance. The annual insurance will be up for renewal on 1st June. We are awaiting details from NCC/Zurich Insurance. As the cost of insurance through the joint arrangement with NCC would be significantly lower than taking out an individual PC policy it was agreed to renew our current policy at the appropriate renewal date.
6. **Planning** – To note and discuss any planning issues since previous meeting. There were currently no requests for consultation that have not already been commented on.

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7. Highways

- a. Highways and Footpaths Report – Currently NCC had a backlog of repairs to footpaths due to the pandemic
- b. Report on any issues raised/ to raise with Highways Department including:
 - i. Feasibility Studies: Traffic Calming Measures: Embleton Terrace & B6344 at Todstead. No further information had been received from NCC. Clerk was asked to follow this up. **Action: Clerk**
 - ii. Subsidence B6344 at Todburn. Inspection work continued with diversion through Longframlington along Rothbury Road. Members requested an update from NCC on this matter and asked the Clerk to inform the Council of their serious concerns about the current diversion along the Rothbury Rd. This was in the process of having traffic calming measures installed and the chicanes, particularly the most westerly one, were causing serious sightline issues. Members were of the opinion that this particular chicane needed to be re-sited. Clerk to copy in the following people: Cllr Glenn Sanderson, Cllr Trevor Thorne, Cllr Stephen Bridgett, Cllr Graham Fremlin. **Action: Clerk**
 - iii. Damage to signage at Embleton Terrace. SB had reported this to Highways and the Highways Inspector had visited and made assurances that these would be repaired/replaced but as yet there had been no sign of any action. SB was asked to follow this up. **Action: SB**
 - iv. Road Condition Todburn - Villa Lane. LH reported on the serious condition of the lower reaches of Villa Lane especially on the two bends which had been badly damaged by heavy agricultural vehicles. Also, there were vehicles using the road as a 'rat-run' and travelling at high speed. Clerk to request that NCC implement repairs and introduce traffic calming measures. **Action: Clerk**

8. Wingates Wind Farm Community Fund

- a. Upgrade of land at South West corner of crossroads above Embleton Terrace. JS was to visit the farm which specializes in meadow seeding in June and would report back at the next meeting. A narrow strip of meadow seed had been planted in the Millennium Field. **Action: JS**
- b. Defibrillator- As reported at 3a), SB/DO to complete the final report on receipt in order to receive the final payment.

9. Coquetdale Cluster Meeting

- a. Report from last meeting. JS had been unable to attend the last meeting.
- b. Items for next Cluster Meeting Agenda. The next meeting was in September. Members were asked to submit any items for the Agenda to DO to forward to JS. **Action: All/DO/JS**

10. Cemetery & Joint Burial Committee Reports

- a. Longframlington Cemetery. As of 1st April, Longframlington PC had taken over the management of the Longframlington Cemetery in its entirety. Work towards the consecration of the extension and registration of the land was ongoing. MF had agreed to take on a watching brief of t Longframlington Cemetery.
- b. Rothbury JBC (RJBC). RJBC had received further guidance from NALC on the possibility of its dissolution and it appeared that there was a way forward to do this but was a little more complicated than the Longfram- Brinkburn arrangement in that there were a number of PCs involved and a significant amount invested in assets. It was further complicated as Snitter currently did not have a Parish Council. The issue of PC financial contributions and dispersal of assets had yet to be agreed.

11. **Police Update from Police Community Support**. This had not been requested due to having two meetings in the one evening.

12. **Webpage usage 1st Jan – 31st March 2021**: 45 users of which 40 were new with a total of 152 sessions undertaken. Members discussed the effectiveness of the webpage as a means of communication between the PC and residents and whether the use of social media may be a more effective mechanism. Agreed to include this as an item on the September agenda. All were asked to consider this and come with ideas to the meeting. **Action: ALL**

13. **Northumberland Respect Campaign**. Members were informed of the ongoing campaign aimed at the expected increase in numbers of people using the Northumberland countryside requesting them to respect the environment and maintain personal and road safety.

14. **The Great British Spring Clean 2021**. The PC had been contacted by Keep Britain Tidy (KBT). The launch of their 2021 Great British Spring Clean campaign, recently went live. They wanted people across the country to get outside and get active and help them to clean up a million miles of UK streets, coastline, parks, footpaths and neighbourhoods. They wanted to know if LPC can help and to complete a short survey. The national clean-up campaign was to take place from 28 May – 13 June 2021). Members were keen to support the campaign but felt it was yet a little unsafe to undertake a group effort. It was agreed that DO would speak to Jane Brooks to see how this could tie into her litter collection work and for him to report this through the KBT survey. **Action: DO**

15. Any Other Business

- a. Rothbury Trees. Rothbury Trees was a project to promote the protection and planting of trees in the area. The project can provide and plant trees for people and organisations in the area at no cost. People within the parish may wish to access this service.
- b. The Gate Country Fayre is expected to go ahead in the 2nd week of August 2021.
- c. Clerk's Salary It was recognised that the Clerk was undertaking a lot more hours than stated within the contract. It was agreed to discuss this at next meeting.

16. Items for Next Meeting

- a. Communication with residents
- b. Review of Clerk's Salary

17. Date of and Venue for Next Meetings

Tuesday 28th September 2021 (note revised date)

Tuesday 11th January 2022

Tuesday 15th March 2022

All meetings to begin at 7.30 p.m. Venue: The Memorial Hall, Rothbury Rd, Longframlington.

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