

# Acklington Parish Council Agenda

Clerk: Clair Lewis  
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To Members of Acklington Parish Council

You are hereby summoned to attend the Annual Meeting of Acklington Parish Council on Tuesday 3 May 2022 at 7:00pm for the purpose of transacting the following business. The Meeting will be held in Acklington Village Hall.

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. Election of Chairman

To elect a Chairman. Chairman to sign Declaration of Acceptance, to be received by the Council

#### 2. Election of Vice Chairman

To elect a Vice Chairman. Vice Chairman to sign Declaration of Acceptance, to be received by the Council

#### 3. Apologies for absence

To approve any apologies for absence

#### 4. Disclosure of Interests

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

#### 5. Co-option of Councillor

To co-opt to fill vacancy. Co-opted councillor to sign Declaration of Acceptance of Office, to be received by the Council

#### 6. Minutes of previous meeting

To approve as a correct record the minutes of the Ordinary Meeting of the Council held 7 March 2022 (pages 4-8)

#### 7. Appointment of Members to Groups and as Representatives to other organisations

- a. To appoint members to Footpaths Working Group
- b. To appoint members to Neighbourhood Plan Steering Group
- c. To appoint Village Hall representative

#### 8. General Power of Competence

To confirm continued eligibility for the General Power of Competence (two thirds elected members and Clerk to hold CiLCA qualification)

## 9. Deferral of Remaining Items of Business from Standing Order 5j

To defer the remaining items of business as follows:

Review of Policies, Terms of Reference – next meeting

Confirmation of arrangements for insurance cover – defer until budget setting

Review of Subscriptions – defer until budget setting

## 10. Time and Place of Ordinary Meetings of the Council

To determine the time and place of ordinary meetings of the Council as follows:

5 July 2022, 6 September 2022, 1 November 2022, 3 January 2023, 7 March 2023, 2 May 2023

Meetings to be held in Acklington Village Hall unless otherwise specified on the meeting agenda

## 11. Standing Item – Report from County Councillor

To receive a report from County Councillor Watson

## 12. Planning

To consider any planning matters in circulation (if required). Acklington Parish Council is a consultee on planning applications within the parish. All planning decisions are taken by NCC. Planning applications can be viewed and commented upon via the NCC Public Access Planning Register:

<https://www.northumberland.gov.uk/Planning/Planning-and-building.aspx>

21/04370/FUL	Rigg and Furrow Brewery, Acklington Park – Proposed change of use of existing farm building to function space including associated parking	Pending consideration
21/04387/S106A	Land North West of Acklington Drive, Acklington – Variation of S106 agreement on approved application 18/00560/OUT dated 23 July 2018	Granted
21/03320/ADE	Land North West of Acklington Drive, Acklington – Advertisement consent for V Board sign for new housing development	Pending consideration
21/02659/FUL	Land South of Magnolia Cottage, Guyzance – Erection of 2no detached dwellings with associated detached garages, carparking and gardens	Pending consideration
21/02287/FUL	Land South of Waterside Cottage, Guyzance – Convert and extend redundant Cow Byre to residential use (C3) for holiday let	Pending consideration
21/04696/FUL	Land West of Barnhill Farm Cottages Guyzance – Relocation of 2 Barns for agricultural storage, workshops and estate office with solar Roof Panels, new access track, hardstanding and garaging and change of use small agricultural field to garden	Pending consideration
22/00063/FUL and 22/00064/LBC	8 Guyzance Village – Renovation of outbuildings including emergency works, conversion to home office/utility and felling of T1 – Salix Babylonica (corkscrew/twisted willow) (amended plans and additional information received 13.02.2022)	Pending consideration
22/00328/FUL	Featherdown Cavil Head Farm – New detached Garage and Garden Room	Granted
22/00489/FUL and 22/00490/LBC	The Old School 26A The Village Acklington – Internal alterations and fit-out to main house as well as conversion and extension of outbuildings to form studio, new boundary treatment and landscaping	Pending consideration

## 13. Annual Governance and Accountability Return for the Year Ended 31 March 2022

- To consider and agree any actions arising from the Internal Auditor's Report
- To approve the Annual Governance Statement
- To approve the draft annual accounts for the Year Ended 31 March 2022
- To approve the Accounting Statement and Explanation of Variances
- To confirm and approve the Certification of Exemption
- To agree the period for the exercise of public rights as 13 June –22 July 2022 (inclusive)

14. Finance:

a. To receive Financial Summary and bank reconciliation to 26 April 2022 (pages 9 and 10)

b. To authorise payments

Supplier	Reason	Amount
Bentham Ltd	Stationery	£17.94
C Lewis	Salary (Sep-Dec)	£306.73
HMRC	PAYE	£76.60
C Lewis	Salary (Jan-Mar), postage and reimbursement for ICO fee	£503.46
S Ingleby	Reimbursement – plants	£46.99
NALC	Subscription and website fees	£214.39

c. To note receipts

Date	Source	Reason	Amount
10/1/22	Lloyds	Interest	£0.11
9/2/22	Lloyds	Interest	£0.10
9/3/22	Lloyds	Interest	£0.09
31/3/22	Positive Support For You CIC	Donation – Jubilee Trees	£400.00
8/4/22	NCC	Precept	£4,500.00

d. To discuss purchase of 1x Honda HRH 536 HX Mower and 1x Honda UM 616 EBE2 Grass Cutter, plus service pack to cover both machines at a total cost of £3,734.00 (plus VAT) and to note that an application has been made to NCC for grant funding to meet the full cost.

15. Footpath Working Party Update

To receive an update from the Footpath Working Party

16. Flower Planters

To receive update and agree any actions

17. The Queen's Platinum Jubilee – Tree Planting

To receive update and agree any actions

18. Neighbourhood Plan

To receive update from the Neighbourhood Plan Steering Group

19. Dog Fouling

To discuss the issue of dog fouling and to agree any actions

20. Street Light on eastern Chicane

To receive update and agree any actions

21. Recognition of contributions to the community

To discuss ways to recognise contributions to the community (deferred from last meeting) and to agree any actions

22. Items for Next Agenda

23. Date of Next Meeting

Tuesday 5 July 2022 at 7:00pm, Acklington Village Hall

The minutes of the Meeting of Acklington Parish Council held on 7.00pm on 1 March 2022 at Acklington Village Hall.

**PRESENT:** Cllrs J Newton (Chairman), L Craig, S Ingleby, S Malone, T Mezza, S Thorpe, J Whiteley

068/21 Apologies for Absence

Cllrs D Barras and A Caiger

069/21 Disclosure of Interests

Cllr Ingleby declared an interest in Item 9 (Planning) to the extent discussions relate to 8 Guyzance Village as she is a neighbour.

070/21 Minutes of Previous Meeting

**RESOLVED** that the minutes of the Meeting of the Council held 2 November 2021 were agreed as a true record.

071/21 Report from County Cllr Watson

County Cllr Watson gave a report:

- a. The applicant of Planning Application 21/02659/FUL Land South of Magnolia Cottage has been advised by NCC Planning to withdraw his application but has opted not to do so. NCC planning officers have indicated that they will recommend refusal based on the environmental impact and if so, the application will be decided by committee. County Cllr Watson has asked for the matter to be decided by committee if it should be recommended for approval.
- b. £80,000 has been allocated for works to the Guyzance Mill Road in the NCC Local Transport Plan, for the financial year 2022/23. County Cllr Watson has asked if the planned works include resurfacing.
- c. Acklington Road into Amble has been identified for resurfacing works.
- d. County Cllr Watson is awaiting final costs for the speed sign at the east end of the village. Erection of the speed sign at the west end of the village has been delayed while NCC identify a suitable site. County Cllr Watson is pressing the relevant departments for a cost.
- e. The Ukrainian flag is being flown at County Hall in support of Ukraine. There are a number of collections and other efforts happening around the county. NCC is appalled at the situation and has offered to take in refugees: no decisions have been taken regarding housing as the current time.
- f. NCC's budget for the financial year 2022/23 has been set and council tax will increase by 4.1%. Some of this increase is due to bodies other than NCC, for example the Police Commissioner. Exemptions are available for those on qualifying benefits. NCC is also making grant funding (total £200,000) available to those just above the benefit threshold.
- g. Cllr Thorpe reported that the street light on the chicane is still not working. This has been reported by Cllr Thorpe and via County Cllr Watson. The Clerk has spoken to NCC today. It appears the original report was recorded as obstruction by trees (although this was not what was reported) and following the extensive county-wide storm damage remedial actions have been delayed. The Clerk advised that the street light is not working and this has been forwarded to the lighting team for urgent action.

072/21 Finance

- a. The financial summary, bank reconciliation and budget monitoring to 23 February 2022 was received.
- b. **RESOLVED** to authorise the following payments.

Supplier	Reason	Amount	Payment Reference
NCC	Grass Cutting	£1,306.50	21/22.19
H P Barrass	Removal of storm damaged tree	£840.00	

Acklington Village Hall	Neighbourhood Plan – Room Hire	£70.00	
A Caiger	Reimbursement – NALC Training	£10.00	
S Malone	Brush Cutter parts	£105.97	

c. The following receipts were noted.

Date	Payee	Reason	Amount
9/11/21	Lloyds	Interest	£0.10
9/12/21	Lloyds	Interest	£0.10

#### 073/21 General Power of Competence

##### **RESOLVED:**

- a. That the Parish Council meets the criteria for eligibility for adoption of the General Power of Competence (two thirds elected members and the Clerk holds the Certificate in Local Council Administration).
- b. To adopt the General Power of Competence.

#### 074/21 Neighbourhood Plan

- a. Mr Bill Byatt gave a report in his capacity as Chairman of the Acklington Parish Neighbourhood Plan Steering Group. There have been five Steering Group meetings, during which the Steering Group has concentrated on the concerns expressed in the community consultation carried out by survey in Autumn 2021, to gain a clear view of what policies will be needed. The Steering Group consists of five members from Guyzance and two from Acklington Village, of whom three are councillors (Cllrs Craig, Ingleby and Mezza). Financial costs to the Parish Council will be minimal. The Steering Group will apply to Locality for grant funding of up to £10,000 which will cover the cost of a consultant. Any grant funding received will need to be held in the Parish Council bank account. The conditions of the grant limit the daily and expenses which can be charged by a consultant, and the proposed consultant has guaranteed that her charges would be fall within the limits.
- b. **RESOLVED** to approve the draft Terms of Reference for the Neighbourhood Plan Steering Group.
- c. **RESOLVED** to authorise the Clerk to apply for a Neighbourhood Planning Grant from Locality as soon as applications reopen.
- d. The Parish Council received the report on consultants prepared by Cllrs Craig, Ingleby and Mezza and noted their recommendation of Ludman Planning Ltd.
- e. **RESOLVED** to suspend Financial Regulation 11.1h to allow the Parish Council to enter into a contract with a Neighbourhood Planning consultant having obtained only two quotes instead of three, for the reasons set out in the Agenda.
- f. **RESOLVED** to engage Ludman Planning Ltd as the Neighbourhood Planning Consultant for the Acklington Parish Neighbourhood Plan.

#### 075/21 Footpath Working Party Update

- a. The Footpath Working Group has been working with local landowners to clear footpaths following the recent series of storms (beginning with Storm Arwen), and the smaller fallen trees have now mostly been removed from the footpath network. However, the footpaths through Station Wood and High Park Wood are still blocked with fallen trees due to the extensive damage. Footpath 101/020 at North Park will be cleared by Northumberland Estates and their agent Julia Robson will be meeting Cllr Malone

next week to discuss their plans. NCC Footpaths Officer Tony Derbyshire visited the footpaths network on 14 January and provided some advice on a simple technique to clear the flooding on Rake Lane. Mr Derbyshire has also agreed to supply and fit a number of waymarker posts and finger posts, and to repair some wooden bridges. The brush cutting team has planned its schedule for the year and will include Footpaths 101/007, 101/009, 101/010, 101/015, 101/018 and 101/020, Bunny Lane, the permissive footpaths, around the water pumps and the children's play area (if required). There are now 3.5km of negotiated permissive paths in the parish.

- b. Cllr Craig reported an overhanging tree on the road beside Station Wood. Cllr Malone will photograph this and report it to NCC/Northumberland Estates.
- c. The Parish Council discussed the flooding along Rake Lane which is now almost semi-permanent. There are large potholes along the Lane. The Lane is an important byway for locals and for visitors to Northumberland and as a Byway Open to All Traffic might form part of the local highways. County Cllr Watson will meet Cllr Malone at Rake Lane to look at the damage.
- d. Cllr Thorpe reported a tree growing at an angle on Bunny Lane, which is causing larger vehicles, for example the school bus, to drive over the grass verge. County Cllr Watson will look at this when he meets with Cllr Malone.

#### 076/21 Planning

The Parish Council discussed the list of current planning applications. The following points were made:

- a. 21/04370/FUL – Rigg and Furrow Brewery, Acklington Park – Proposed change of use of existing farm building to function space including associated parking – The Parish Council noted that the applicant has revised the entry and exit points and has addressed concerns regarding drainage, sound/light and foul water. The Parish Council supports this application.
- b. 21/04696/FUL – Land West of Barnhill Cottages Guyzance – Relocation of 2 Barns for agricultural storage, workshops and estate office with solar roof panels, new access track, hardstanding and garaging and change of use small agricultural field to garden. The Parish Council noted that residents are concerned that if permission is granted, the buildings may later be converted to holiday lets. There is already an office elsewhere. The application will result in development outside of the village area in open countryside. The Parish Council questioned whether the applicant will use the barns as agricultural storage, given that the nature of the applicant's business is non-agricultural. Cllrs Craig and Ingleby will draft an objection.
- c. 22/00489/FUL and 22/00490/LBC – The Old School 26A The Village Acklington – Internal alterations and fit-out to main house as well as conversion and extension of outbuildings to form studio, new boundary treatment and landscaping. The Parish Council supports this application and would like to see the mullion windows restored if possible.

#### 077/21 Tree Inspections

- a. The Parish Council considered its arrangements for tree inspections. There are currently 65 trees on the land beside St Omer Road. The Clerk will ask local parish councils for recommendations. Cllr Barras has indicated that he is happy to continue as the key contact for tree inspections
- b. The Parish Council considered its arrangements for dealing with emergency and urgent tree works. **RESOLVED** that if faced with the need for emergency and/or urgent tree works, the Parish Council will seek to obtain and immediately act on specialist advice as to the works required. The Parish Council will seek to obtain multiple quotes for the required works if time allows but may proceed with a single quote if this is not possible, taking into account the urgency of the situation and any risk to health and safety.
- c. The Parish Council considered its tree planting policy.

**RESOLVED** to replace trees (which have been removed) where possible, subject to location and funds being available.

- d. The Parish Council noted that tree works are included in the grounds maintenance budget. The Parish Council will review the amount allocated for this purpose when it sets the budget for the financial year 2023-24.

#### 078/21 The Queens Platinum Jubilee Weekend 2022

The Parish Council discussed the proposal put forward by Cllr Barras to plant seven silver birches to commemorate the Jubilee, one for each decade of the Queen's reign. Cllr Barras' company has offered to donate three trees. The trees will be planted in suitable locations through the parish. Cllr Newton proposed that a bench and plaque are purchased. Cllr Malone proposed the creation of a community garden in the area around the electricity sub-station which could be undertaken as a community project.

**RESOLVED** the Clerk will apply for Jubilee Grant funding from NCC for the purchase of four trees, bench and plaque. The community garden will be considered for a future project.

#### 079/21 Village Hall Representative

**RESOLVED** to appoint Cllr Ingleby to as the Parish Council's representative on the Village Hall Committee.

#### 080/21 Village Planters

Cllr Ingleby gave a brief update on the plans for the village planters in 2022. Cllr Mezza will lower the bases of the planters to increase their depth to accommodate different bulbs and plants. Cllr Ingleby and Mrs Boulby are putting together a planting scheme and will liaise with ACT to organise watering. Cllr Ingleby will approach Morrisons Amble and Dobbies Heighley Gate for free plants, with the Clerk to provide support as necessary.

#### 081/21 Grass Cuts

**RESOLVED** to instruct NCC to proceed with three extra grass cuts for the season 2022-23 October and May.

#### 082/21 Area around the electricity sub-station

[Discussed above during Minute 078/21]

#### 083/21 Bus Shelter, Acklington Village

Cllr Malone reported on the condition of the interior of the bus shelter  
**RESOLVED** to purchase white paint and to form a working party of volunteers to repaint the interior of the bus shelter.

#### 084/21 Dedication of a brass memorial plaque to Lenny Walsh

Cllr Malone proposed the installation of a memorial plaque in recognition of Mr Welch's service to the Parish Council and the community. The Parish Council acknowledged Mr Welch's good service, but also acknowledged issues which could be created by singling out individual(s) to receive a memorial plaque.

There are many people in the parish who work hard for the good of the community and it would be difficult to draw a line as to who should be recognised and for what services or acts.

The Clerk suggested two different options for recognising community service: the Parish Council can make someone an honorary freeman of the parish; alternatively, a different form of public recognition could be the publication of a "Roll of Honour" on the Parish Council website. The Parish Council deferred the matter to give all councillors time to consider it further.

#### 085/21 Play Area

The Clerk is in contact with various play area suppliers and will arrange meetings with the consultants, with Cllrs Barras and Mezza.

#### 086/21 Acklington Water Pumps

The site manager of the garage site, Mr Paul Graham, has agreed to install fence posts and to tidy the area around the water pump.

#### 087/21 Correspondence

The Parish Council noted correspondence received.

#### 088/21 Vacancy

Cllr Whiteley is resigning from the Parish Council as she is moving back to Hampshire. Cllr Newton thanked Cllr Whiteley for her contributions, in particular her work in relation to the water pumps. The Clerk will notify NCC.

#### 089/21 Date of Next Meeting

Tuesday 3 May 2022 at 7:00pm, Acklington Village Hall.

The Chairman closed the meeting at 8:45pm.

## Bank Reconciliation and Budget Monitoring

<b>ACKLINGTON PARISH COUNCIL</b>						
<b>Financial Position at 31 March 2022</b>						
<b>BALANCE b/f at 1 April 2022</b>					<b>15,724.04</b>	
<b>RECEIPTS</b>						
			<b>Budget</b>	<b>Actual</b>		
VAT Refunds			250.00	-		
Precept			9,000.00	4,500.00		
Interest received			5.00	0.11		
Miscellaneous			-	-		
Donations			-	-		
			<b>9,255.00</b>	<b>4,500.11</b>		
<b>PAYMENTS</b>						
		<b>Reserves (1/4/22)</b>	<b>Budget Allocation</b>	<b>Other Income/ Transfers</b>	<b>Actual</b>	<b>Current balance</b>
Clerk's Salary			1,325.00		-	1,325.00
Clerk's Expenses			50.00		-	50.00
Stationery			50.00		-	50.00
Insurance			280.00		-	280.00
Audit Fees			100.00		-	100.00
Subscriptions/Training			300.00		-	300.00
IT Costs			-		-	-
Street Furniture		1,481.86	-		-	1,481.86
Landscaping/Grass Cutting		1,037.14	1,700.00		-	2,737.14
Play Area		10,716.57	1,000.00		-	11,716.57
Footpath Warden Scheme		-	1,000.00		-	1,000.00
Flower Planters			-		-	-
Community Defibrillator		250.00	-		-	250.00
Neighbourhood Plan		124.28	500.00		-	624.28
Miscellaneous			-		-	-
Donations			1,200.00		-	1,200.00
Recoverable VAT			250.00		-	250.00
Election Costs		331.80	-		-	331.80
Jubilee Fund		400.00	-		-	400.00
VAS			-		-	-
		<b>14,341.65</b>	<b>7,755.00</b>		-	<b>22,096.65</b>
General Reserves		<b>445.92</b>	<b>1,500.00</b>	<b>- 3,818.42</b>	-	<b>- 1,872.50</b>
<b>BALANCE C/F</b>					<b>20,224.15</b>	
<b>BANK RECONCILIATION</b>						
<b>Balance per bank statements as at 26 April 2022</b>						
Lloyds Treasurers Account					8,154.76	
Lloyds Business Bank Instant Account					12,069.39	
<b>Less</b>						
Unpresented cheques/Unreleased BACS payments						
					<b>20,224.15</b>	<b>-</b>

## Earmarked Funds

Fund	Balance c/f at 1 April 2021	Grants and donations	Other income	Transfer from General Res.	Allocation of budget	Expenditure	Current Balance
Childrens' Play Area	10,716.57				1,000.00	-	11,716.57
Street Furniture	1,481.86				-	-	1,481.86
Ground Maintenance	1,037.14				1,700.00	-	2,737.14
Election Costs	331.80				-	-	331.80
Jubilee Fund	400.00				-	-	400.00
Neighbourhood Plan	124.28				500.00	-	624.28
Footpath Warden Scheme	-				1,000.00	-	1,000.00
Community Access Defibrillator	250.00				-	-	250.00
<b>Total Earmarked Reserves</b>	<b>14,341.65</b>	-	-	-	4,200.00	-	<b>18,541.65</b>
<b>General Reserves</b>	<b>445.92</b>	-	-	3,818.42	1,500.00	-	<b>- 1,872.50</b>
<b>Working Balance</b>	<b>936.47</b>	-	2,618.53	-	-	-	<b>3,555.00</b>
							<b>20,224.15</b>