
Brinkburn and Hesleyhurst Parish Council

MINUTES OF MEETING

Meeting on: 12th May 2020
Meeting at: Longframlington Memorial Hall
Meeting Time: 7.00 p.m.
Present: Steven Bray (SB), Catherine Green, (CG) Lesley Hall (LH), Mark Fenwick (MF), Vincent Milburn (VM), David Owen- Chair (DO), Jackie Scarpa (JS)
In attendance: Clerk: Garth Rhodes

1. Apologies for Absence. None

2. To formally suspend Face to Face meetings until the current regulations on public gatherings is relaxed and agree that meetings are to be conducted virtually in the interim period.

As a result of the new emergency Local Government legislation, face to face meetings were not permissible during the coronavirus restrictions. However, the legislation allowed and recommended that Town and Parish Councils move to Virtual (on-line) meetings.

Proposed Resolution: To formally suspend Face to Face meetings until the current regulations on public gatherings are lifted.

Meetings during the period of restriction to take place through on-line videoconferencing using Zoom Video.

Proposed: Do; Seconded: VM; All in Favour.

Longframlington Parish Council had taken out a subscription for the Zoom professional package, which allowed additional access to Zoom meetings by smartphone or iPhone and had agreed that it would make the software available to the smaller parishes in the area. The PC asked the Clerk to pass on their thanks for this generous offer. **Action: Clerk**

3. To defer the 2020 Annual General Meeting and Election of Officers until May 2021. The new Local Government legislation allowed local councils to cancel and defer the 2020 Annual General Meeting until May 2021. Given that there was a great deal of uncertainty about when PCs would be allowed to return to face to face meetings, this appeared to be the best solution.

Proposed Resolution: To defer the 2020 AGM and Election of Officers and defer these matters until May 2021.

Proposed: DO; Seconded LH; All in Favour.

4. Table Any Other Business to be addressed in 17 below: None

5. Minutes of Previous Meeting -The minutes of the meeting held on 10th March 2020 were reviewed, unanimously approved as a true record and to be signed as such.

6. Matters arising out of Minutes.

- a. Letter to residents. This has been held in abeyance during the current pandemic. Agreed to discuss this at a later point in the meeting after discussing relevant business.
- b. Light Pollution from Longframlington. Clerk to write letter to David Thompson and pass this either to speak to Postman to ask if mail was still being delivered to the High Town address or else pass this to LH for delivery. **Action: Clerk**
- c. General Data Protection Regulations (GDPR) Audit. Agreed to defer this matter until the lifting of current restrictions.
- d. Defibrillator at Embleton Terrace – cleaning of kiosk. JS reported that her husband Riccardo Scarpa had cleaned the kiosk. The members asked JS to extend their thanks to him. SB reported that he had been in communication with the Community Heartbeat Trust to request a quote for Defibrillator Decals to cover the existing BT telecom ones. Covering over the existing decals would be a much cheaper option than replacing the glass panels. Members agreed to allocate £100.00 to purchasing the Decals so that once the quotation had been received, SB could arrange for ordering them. JS said that her husband would install the new decals. Again, the members requested that a note of thanks be recorded.
- e. Pauperhaugh Bus Shelter. This had been demolished. Further action to be deferred until after the restrictions were lifted.

7. Correspondence – Correspondence List had been circulated to members.

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8. Planning – To note and discuss any planning issues since previous meeting.

Reference	Address	Type	PC Comment
19/04930/FUL	Land South East of The Hope Farm	Registered Application	This appears to be purely a housing development in the open countryside. There is no connection to the farm, with no tie-in to employment. Our understanding of the Local Plan is that open housing development in the countryside on green field sites is not allowed unless the development meets strict criteria, which this application does not? We therefore object to this development. With regard to the plans themselves the application states that the building will not be visible from any public road or footpath. We believe this to be incorrect. There is a foot path which runs adjacent to the site and one which runs across a field in front of the site. The access to the site is also by public road. This comment was posted late but was on Planning website
20/00541/FUL	The Gussett Farm-House NE65 8JH	Application Registered	Whilst the Parish Council (PC) does not have any objection to this development in principle, it does have a number of concerns which they would wish to be comprehensively explored. 1. There is very limited information with this application, such that the PC feel there is insufficient to make an informed decision at this stage. The applicant should be asked to provide further detail prior to the application being formally considered. 2. The site at which this development is planned is in an area of natural beauty and dark skies. The applicant should be asked to provide detail of why they believe this development does not impede on the natural surroundings. Also, there must be a condition that the development will not install floodlights neither at development nor later. 3. The question as to how surface water will be drained has not been answered and this must be satisfactorily explained prior to any planning approval. 4. The nature of the all-weather surface is not described. It is essential that the material used meets all environmental regulations regarding usage and disposal.

The Planning Committee for the Northern Area had been suspended during the restrictions. Applications going to committee would be considered by the Central Strategic Planning Committee to be held via video conference. Only significant or contentious applications would be considered by committee, others would be dealt through delegated powers.

19/04930/FUL Land South East of The Hope Farm. Given that the PC had objected to this development, members were concerned that due to the new temporary arrangements for planning applications, the application may not undergo thorough scrutiny. The Clerk was charged with contacting the Planning Officer to find out how this application was to be considered. **Action: Clerk**

9. Finance

- a. Receipts, payments since last meeting were approved

PAYMENTS				RECEIPTS			
Mar-April							
				10/03/2020	Garth Rhodes	Clerk's salary Jan- Mar	274.10
				10/03/2020	HMRC	PAYE Jan-Mar	64.60
				29/03/2020	N/land Theatre Co	Donation	100.00
				29/03/2020	GNASS	Donation	100.00
				29/03/2020	Hospice Care North	Donation	100.00
26/03/2020	NCC	Cem.Double Charge	26.00	29/03/2020	N/land Age Concern	Donation	100.00
				29/03/2020	Alnwick Playhouse	Donation	100.00

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				20/03/2020	Mike Evans	Remove Bus Shelter	120.00
		Total	26.00			Total	958.70
May-20							
08/04/2020	NCC	Precept	1970.00				
				12/05/2020	NALC	Fee & Website	151.85
				12/05/2020	Rothbury PC	JBC element First Half	232.00
				12/05/2020	Longframlington PC	JBC element First Half	238.00
		Total	1970.00			Total	621.85

b. Bank Reconciliation was approved

Bank Reconciliation at 12 May 2020				£
Balance per bank statement				3847.79
at 28th April 2020				
Less unrepresented cheques				
	29/03/2020	N/land Age Concern	100.00	
	29/03/2020	Alnwick Playhouse	100.00	
	12/05/2020	N/landALC	151.85	
	12/05/2020	Rothbury PC	232.00	
	12/05/2020	Longfram PC	238.00	821.85
Uncredited Deposits -				0.00
Total				3025.94
Balance per cash book				3025.94

c. Requests for Funding. None

d. Quotations for mowing playing field 2020. Contractors still had to provide two separate quotations for the work. They had advised that they had recommended additional cuts as the machinery struggled when the grass became too long. It was agreed that the quotations should be based on the same number of cuts as 2019-20. However, the PC in addition, agreed that they would approve extra cuts where necessary, (to be agreed by delegated powers) at the standard agreed rate of £40 per cut. **Action: DO**

e. Income and Expenditure 2019 to 2020 (including JBC) was approved

Opening Bank/Cash on Hand	1803.57		
Precept	3973.00		
Total Precepted Income		5776.57	
Other income			
Interest	0.00		
Donations etc.	0.00		
Empty	0.00		
Capital Receipts	0.00		
NCC Cemeteries Double Charge	26.00		
General	5.80		
VAT		31.80	
Total Other income		5808.37	
Total All Income			
Expenditure			
Admin Salary (NET)	791.90		
PAYE	532.90		
Admin expenses	31.06		
Admin General	200.09		

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Total Administration Expenditure			-1555.95		
Village Amenities Expenditure					
Insurance		177.88			
Maintenance		212.00			
Playground		715.00			
JBC		969.75			
Capital Spend		0.00			
Total Village Amenities Expenditure			-2074.63		
Grant Expenditure					
Grants given		500.00			
S.137		0.00			
Total Grants Payable			-500.00		
Total Other Expenditure			-4130.58		
Net Other Income less Expenditure				1677.79	
Total Council Income less Expenditure				1677.79	
Total Income			5808.37		
Total Expenditure			-4130.58		
				1677.79	
ROTHBURY JBC - Hesleyhurst Parish Contributions					
y/e 31/3/19			y/e31/3/20		
	%age	amount		%age	amount
Hesleyhurst	0.96%	£482.00	Hesleyhurst	0.98%	£493.75
	<u>2019</u>	<u>Hesley</u>		<u>2020</u>	<u>Hesley</u>
Bal B/F	5982	57	Bal B/F	17012	162
Plus precept	50343	482	Plus precept	49842	494
Plus other receipt	14557	140	Plus other receipt	15289	149
less staff costs	29659	285	less staff costs	30303	297
less loans	4000	38	less loans	0	0
less other payments	20211	194	less other payments	9396	92
Bal C/F	17012	162	Bal C/F	42444	416
Total value of cash	0	0	Total value of cash	0	0
Total fixed assets	12585	121	Total fixed assets	12585	123
Total borrowings	0	0	Total borrowings	0	0

BRINKBURN & LONGFRAMLINGTON JBC: Brinkburn Contribution					
y/e 31/3/19			y/e31/3/20		
	%age	amount		%age	amount
Brinkburn	15.87%	£476.00	Brinkburn	15.87%	£476.00
	<u>2019</u>	<u>Total</u>		<u>2020</u>	<u>Total</u>
Bal B/F	18511	2938	Bal B/F	16441	2609
Plus precept	3000	476	Plus precept	3000	476
Plus other receipt	2040	324	Plus other receipt	2097	333
less staff costs	483	77	less staff costs	407	65
less loans	0	0	less loans	0	0
less other payments	<u>6627</u>	<u>1052</u>	less other payments	<u>12458</u>	<u>1977</u>
Bal C/F	<u>16441</u>	<u>2609</u>	Bal C/F	<u>8673</u>	<u>1376</u>
Total value of cash	0	0	Total Value of Cash	0	0

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Total fixed assets	543	86	Total fixed assets	893	142
Total borrowings	0	0	Total borrowings	0	0

- f. Annual Governance & Accountability Return 2020 Due to the current crisis the dates for submission and completion of the AGAR had been relaxed. The absolute deadline for submitting the AGAR this year was 31st August, but it was hoped to have completed the process well before then. All the documentation from PKF Littlejohn in respect of the AGAR and guidance from NALC had now been received. There were new ways of presenting the accounts not only for the JBC accounts but also in the way staffing costs were to be presented. This meant that not only did 2019/20 accounts have to be presented differently but also the figures for 2018/19 must be restated. The Clerk was to complete the AGAR in the next few weeks.
- To consider and agree dates and process for submitting accounts to the internal auditor. Agreed for this to take place prior to the next meeting preferably before the end of June.
 - To consider and agree dates and process for completing AGAR submitting accounts to the external auditor. Agreed that Sections 1 & 2 of the AGAR would be presented for approval at the 8th July PC meeting. Providing everything was fine with the internal audit, the AGAR exemption certificate would be submitted to the external auditor immediately after the July meeting. Further guidance on the completion of the Exercise of Public Rights under the current restrictions was anticipated, but the proposed timescale above was followed, the document would be posted sometime in July and only slightly later than in previous years and well within the limits of this year's deadlines.
 - To consider the PKF Littleton/SAA survey with respect to when the PC fulfilled its obligations for the 2019/20 AGAR reporting season. The PC had been asked to complete a survey to be returned by 13 May to provide the auditor with details of when we would expect to fulfil our obligations. The decisions made in 10f i) & ii) above would provide most of the information required. Other questions related to the impact of the Coronavirus on the completion of the audit.

Action: Clerk

10. Highways

- Highways and Footpaths Report – (JS)
 - Report on issues raised with Highways Department. There has been some miscommunication in relation to emails with Highways. Martin King had confirmed that:
 - all works identified during the October 2019 routine inspections were completed by hotbox, these repairs were purely to ensure that the Network was safe and serviceable
 - planned works identified during the October 2019 routine inspection were being programmed for post April, this included larger patching however they did not yet have a timeline for these works as the program was just being finalised
 - routine inspections were due again in April 2020 and issues identified would be added to the next programmed works
- Alex Greenhaugh from NCC Highways was to discuss with DO some of the specific issues that we have raised so that they could be included within the planned works. Some hot box repairs have been carried out in the specified areas. More extensive repairs may take longer. This to be reviewed at the next meeting.

VM reported that the National Parks (NP) had closed the car park at Lordenshaw during the current restrictions. Visitors had been flouting the regulations and parking their vehicles on the roadside make it difficult for farm machinery to pass. Clerk to write to NP to make them aware of our concerns and to ask when the car park was to be reopened given that the problem was likely to increase now that people were being allowed to travel to take exercise.

Action: Clerk

11. Wingates Wind Farm Community Fund

- Defibrillator funding application. The application was now ready for submission. The Committee had been suspended during the current restrictions. Unfortunately, the on-line connection with MF was lost during the meeting and so he was unable to report as to when the next meeting of the committee is to take place. Clerk to contact MF. **Action: Clerk**
- Upgrade of land at South West corner of crossroads above Embleton Terrace. JS had spoken with NCC who were incredibly supportive of our proposal to develop the area. They asked to be informed once plans had been drawn up and requested that the PC consider where trees were to be planted with respect to reducing visibility for drivers. It was agreed that the area be planted with meadow grass rather than trees and may include a pond. This would be dependent upon whether this was considered a safe option. The next step would be to get a quotation and plan for the work which would be included in an application to WWFCF. There was only one company who specialises in this work in the area. JS to follow this up

Action: JS

- Coquetdale Cluster Meeting.** Report from last meeting (JS). This meeting had been postponed until June and awaiting information as to whether this was to go ahead

13. Joint Burial Committee Reports

- Brinkburn & Longframlington including: Dissolution of the Brinkburn & Longframlington JBC. Longframlington PC had written to DO to ask that BHPC confirm in writing, their agreement to the formal dissolution of the Brinkburn and Longframlington Joint Burial Committee. Also, to agree to relinquish all rights to assets including monies, land and property of the cemetery as of 31st March 2021. DO had replied to say that this would be considered at this meeting. Written confirmation is required by 31st September 2020 in order that the dissolution agreement can be ratified prior to the Precept setting process for 2021-22 begins. It was proposed that DO write to Longframlington Parish Council to agree to the dissolution. Proposed (DO) Seconded (JS). All in favour. **Action DO**

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- b. **Rothbury** There had no been a meeting since the last BHPC meeting. The discussion regarding the possibility of a dissolution of the Rothbury JBC had not yet come to committee. The situation was a good deal more complex that the Brinkburn & Longframlington JBC and there were some distinct advantages to keeping the arrangements as they are.
- 14. The future of Hesleyhurst.** No further progress had been made on this issue due to the current pandemic. It was unlikely that the necessary procedures could be completed before the 2021 elections. It was agreed to hold this matter in abeyance for the time being.
- 15. Great British Spring Clean 2020.** This had been postponed until later in the year.
- 16. Coronavirus Issues & Updates.** BHPC had received an inordinate amount of information related to the pandemic and that which was considered relevant had been forwarded to members DO has been co-ordinating requests for help within the parish. Local people had rallied round and were helping each other out and there had been very little need any further action.
- 17. Any Other Business – None**
- 18. Date of Next Meeting. Tuesday 7th July at 7.00 p.m.** Notification was to whether this meeting will be face to face or on-line will be issued in due course

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