

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 4 January 2022 at 7:00pm for the purpose of transacting the following business. The Meeting will be held in Acklington Village Hall. You **must not attend** if you have Covid-19 symptoms.

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 Minutes of previous meeting

To approve as a correct record the minutes of the Ordinary Meeting of the Council held 2 November 2021 (Pages 3-5)

4 Standing Item – Report from County Councillor

To receive a report from County Councillor Watson

5 Finance:

a) To receive Financial Summary and bank reconciliation to 28 December 2021 (Pages 6 and 7)

b) To authorise payments

Supplier	Reason	Amount
NCC	Grass Cutting	£1,306.50
C Lewis	Clark's Salary and Expenses (Sep-Dec)	£310.38
HMRC	PAYE	£76.60
ICO	Data Protection Registration Fee (£40, reduced to £35 if direct debit set up)	£35.00
H P Barrass	Removal of storm damaged tree	£840.00

c) To note receipts

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

6 Footpath Working Party Update

To receive an update from the Footpath Working Party

7 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	Pending decision
21/03320/ADE	Land North West of Acklington Drive, Acklington – Advertisement consent for V Board sign for new housing development	Pending consideration
21/02792/VARYCO	Guyzance Hall, Guyzance – Variation of condition 2 (approved plans) on approved application 15/00623/COU [...]	Pending consideration
21/02659/FUL	Land South of Magnolia Cottage, Guyzance Village – 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
21/00175/FUL	Former Acklington Church of England First School – Change of use from a former school to residential use	Granted

8 Neighbourhood Plan

- a) To approve the draft Terms of Reference for the Neighbourhood Plan Steering Group (Pages 8 and 9)
- b) To receive report from Neighbourhood Plan Steering Group and to agree any actions

9 Tree Inspections

- a) To receive update on tree inspections/works and to agree any actions
- b) To consider and agree procedures and steps to be taken if urgent action is needed
- c) To consider and agree tree planting policy
- d) To consider whether budgetary provision is needed for tree maintenance and felling

10 Village Hall Representative

To appoint a Parish Council representative for the Village Hall Committee. The Committee has agreed the following provisional meeting dates: 20 January, 25 March, 19 May

11 Acklington Village Water Pumps

To receive an update on the Water Pumps project and to agree any actions

12 Village Planters

To receive an update on the village planters and to agree any actions

13 Play Area

To receive an update on the Play Area and to agree any actions

14 Correspondence Received

To receive list of correspondence received during the period to 28 December 2021 (Page 9)

15 Items for the next Agenda

To discuss and agree any items for the next Agenda

16 Date of Next Meeting

Tuesday 1 March 2022 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 2 November 2021 at Acklington Village Hall.

PRESENT: Cllrs J Newton (Chairman), D Barras, A Caiger, L Craig, S Ingleby, S Malone, T Mezza, S Thorpe, J Whiteley

053/21 Apologies for Absence
County Cllr Watson

054/21 Disclosure of Interests
None received.

055/21 Minutes of Previous Meeting

RESOLVED that the minutes of the Meeting of the Council held 7 September 2021 were agreed as a true record subject to the following amendment:

- a. Minute 041/21 – Northumberland Estates agreed to pay for a speed sign for the other end of the village. The new development will be named ‘Paddock View’.

056/21 Report from County Cllr Watson
County Cllr Watson sent apologies for his absence.

057/21 Finance

- a) The financial summary, bank reconciliation and budget monitoring to 27 October 2021 was received.
b) **RESOLVED** to authorise the following payments.

Supplier	Reason	Amount	Payment Ref
S Malone	Reimbursement for brush cutter parts	£119.54	21/22.14
S Malone	Reimbursement for Footpath Signs	£47.94	21/22.15
Acklington Village Hall	Room Hire – Footpath Training, Footpath Working Party Meeting and Neighbourhood Plan Coffee Morning	£100.00	21/22.16
T Mezza	Reimbursement for materials (play area repairs)	£8.95	21/22.17
Royal British Legion	Poppy Wreath	£50.00	21/22.18

- c) The following receipts were noted.

Date	Payee	Reason	Amount
11/10/21	Lloyds	Interest	£0.11

058/21 Finance

The Parish Council considered the draft Budget for the Year Ending 31 March 2023. The following main points were discussed:

- a. The Parish Council discussed whether it would be more cost effective to purchase and use its own grass cutting equipment rather than continuing with the NCC Service Level Agreement. A business proposal would need to be worked up, to include working practices, training, storage and maintenance.

- b. The Parish Council wishes to increase the precept gradually in small increments each year to cover rising costs, to avoid the need for a large jump in any one year.
- c. The Parish Council discussed the costs associated with taking responsibility for defibrillators and speed cameras. The Parish Council acknowledged the cost implications of doing so, but agreed that these were important to have in the village.
- d. **RESOLVED** to approve the draft Budget for the Year Ending 31 March 2023 with no changes.

059/21 Policies

RESOLVED to approve the following policies:

- a. Standing Orders
- b. Code of Conduct
- c. Complaints Policy
- d. Safeguarding Policy

060/21 Planning

- a. The Parish Council noted that certain planning applications submitted by Guyzance Hall Estates refer to a Strategic Planning Document, which has been shared confidentially with NCC. The Parish Council has requested a copy but has not yet received one. The response received from the Estate does not clearly state whether the Document will be provided.
RESOLVED to request a copy of the document from NCC Planning Department.
- b. The Parish Council noted that its response given previously in relation to a change of use application is being misquoted by Guyzance Hall Estates in subsequent applications and comments.
RESOLVED to write to Guyzance Hall Estates (via their agent) to request that they stop doing so.

061/21 Footpath Working Party Update

The Footpath Working Group has cleared around the two water pumps in Acklington Village in preparation for maintenance and refurbishment. The Working Group has also been focussing on responsible policing of footpaths, supporting landowners to keep these in good clear condition. Cllr Caiger has taken on responsibility within the Working Group for liaising with landowners. Footpath 101/015 has been cleared along its entire length with help from the landowner. The Footpath Working Group will focus next on Footpath 101/008, where overgrown hedging is blocking the pathway. The Footpath Working Group has offered its support to a new team in Warkworth while they get established.

062/21 Neighbourhood Plan

The Neighbourhood Plan Coffee Morning went very well. Two representatives from NCC Neighbourhood Planning Team attended. The main concern expressed by attendees relates to new developments. The Clerk will add a list of planning applications to the Parish Council website as some attendees stated that they did not know about applications.

As a result of the Coffee Morning, Mr Bill Byatt volunteered to join the Neighbourhood Plan Steering Group and was appointed to be its Chairman. Three other residents have volunteered to join the Steering Group, along with Cllrs Craig, Ingleby and Mezza.

The Steering Group has held its initial meeting which Mr Rob Naples (NCC) attended. The Parish Council agreed that the Steering Group should report on its actions at each Parish Council meeting. Cllr Ingleby gave a summary of some of the topics discussed by the Steering Group, in particular the potential use of

smaller ward areas within the Neighbourhood Plan to apply different policies to different areas to best meet the needs of each area.

The Steering Group's Terms of Reference are being finalised and will be presented for approval at the next Parish Council meeting.

063/21 Acklington Village Water Pumps

The Parish Council thanked the Footpath Working Group for their efforts clearing around the two water pumps. The wooden structure over the pump opposite the Church (believed owned by Northumberland Estates) appears to be sound and there was no evidence of bird nests. The appearance of the wooden structure needs to be improved. Cllr Thorpe suggested that a plaque could be installed beside the pump to provide some historic information and will carry out some research. In the meantime the Parish Council will continue to monitor the condition of the wooden structure.

[The Parish Council resolved to extend the meeting].

064/21 Acklington Village Planters

Cllrs carried out an assessment of the four wagons and four planters currently in place and have now also liaised with ACT. The wagons have a false floor which was put in place to save on compost; this will be removed in the Spring before planting to allow sufficient depth for bulbs. The planters will be filled with perennials and some annuals. The intention is to focus on the planters beside the Village Signs and to give height and colour throughout the season. One of the planters has previously been seeded with wildflowers but unfortunately these have not thrived and it was agreed not to continue with this.

065/21 Play Area

The Parish Council thanked Cllr Mezza for his work in the play area, carrying out repairs. The nuts, bolts and screws on equipment have been greased and replaced as required. The swings have been greased. The zip line has been checked. Two planks have been replaced. The matting has been replaced. Removal of the poles in the reading area had previously been considered but this is not easily possible: the poles extend two feet below the ground and have been concreted in place. It was agreed to leave these in situ for the time being. The Clerk is following up on previous quotes received for repairs to the slide and for new toddler swings. The Parish Council discussed wood treatments and that the play area might need to be closed for this.

066/21 Items for the next Agenda

- Correspondence received
- Tree Surgeon – Cllr Barras meeting with Mr David Orange
- Update on Planning Applications

067/21 Date of Next Meeting

Tuesday 4 January 2022 at 7:00pm.

The Chairman closed the meeting at 8:47pm.

ITEM 5a FINANCE

ACKLINGTON PARISH COUNCIL				
Financial Position at 28 December 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	8,000.00
Interest received			6.00	0.91
Miscellaneous			5.00	88.00
Donations				-
			8,061.00	9,224.29
PAYMENTS				
	Reserves (1/4/21)		Budget	Year to Date
Clerk's Salary			1,300.00	612.46
Clerk's Expenses			250.00	11.66
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	1,088.75
Play Area	9,254.52		1,600.00	137.95
Footpath Warden Scheme	528.02		500.00	1,000.35
Community Defibrillator	150.00		100.00	-
Neighbourhood Plan	193.28		100.00	99.00
Miscellaneous			100.00	-
Donations			1,200.00	750.00
Recoverable VAT			50.00	419.62
Election Costs	331.80		-	-
VAS			100.00	-
	12,765.37		7,980.00	4,688.23
BALANCE C/F				17,301.43
BANK RECONCILIATION				
Balance per bank statements as at 28 December 2021				
Lloyds Treasurers Account				5,282.45
Lloyds Business Bank Instant Account				12,068.98
Less				
Unpresented cheques/Unreleased BACS payments				- 50.00
				17,301.43
Earmarked Funds				
B/F			12,765.37	
Allocation of Budget			4,300.00	
Transfers				
Grants received				
Expenditure to date			- 2,326.05	
				14,739.32
Working Balance				2,562.11

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	137.95	10,716.57
Street Furniture	1,181.86			300.00	-	1,481.86
Ground Maintenance	1,125.89			1,700.00	1,088.75	1,737.14
Play Area (Insurance Cover)	-			-		-
Election Costs	331.80			-	-	331.80
Neighbourhood Plan	193.28			100.00	99.00	194.28
Footpath Warden Scheme	528.02			500.00	1,000.35	27.67
Community Access Defibrillator	150.00			100.00	-	250.00
Total Earmarked Reserves	12,765.37	-	-	4,300.00	2,326.05	14,739.32
General Reserves	-	-	-	-	-	-
Working Balance	-	-	4,924.29	-	2,362.18	2,562.11
						17,301.43

ACKLINGTON NEIGHBOURHOOD PLAN STEERING GROUP

TERMS OF REFERENCE

A. Purpose of the Steering Group

1. Acklington Parish Council is the qualifying body for the preparation of a neighbourhood plan for their civil parish area. The Parish Council has established a Steering Group to produce this plan.
2. The Steering Group will:
 - a. Provide a locally accountable and representative lead for plan-making,
 - b. Agree and as far as possible implement a timetable for the delivery of the plan,
 - c. Agree measures to communicate with and consult the community,
 - d. Confirm, subject to consultation with the Parish Council, the scope of the plan after taking account of views expressed by the community,
 - e. Consider all background and evidence-based reports prior to publication,
 - f. Consider all consultation documents prior to publication,
 - g. Agree, subject to approval by the Parish Council, a final submission version of the plan, and
 - h. Support the preparation and promotion of the plan until it is complete.
3. The plan will be complete when it has been submitted for independent examination and the Steering Group will remain active until the independent examiner's report has been published.

B. Steering Group Objective

4. The objective of the Steering Group is to produce a neighbourhood plan for the parish of Acklington that defines the planning policy priorities identified by the community, taking into account representations made during the plan-making process and relevant plans and evidence. The plan will describe the means by which these planning priorities may be implemented.

C. Steering Group membership

5. The group will comprise the following members: Bill Byatt (chairman), Sharin Ingleby, Tony Mezza, Lesley Craig, John Craig, Christine Boulby and Andy Turner.
6. Membership will be reviewed and confirmed at the annual meeting of the Parish Council.

D. Reporting and Communication

7. The Steering Group is established with full authority from the Parish Council. It will keep the Parish Council informed of progress and will, if appropriate, provide the Parish Council with draft documents.
8. The preparation of the neighbourhood plan remains in the control of the Parish Council as local authority and qualifying body. All publications and community consultation exercises will be undertaken by or on behalf of the Parish Council. The Parish Council's role will be acknowledged in all communication connected with the preparation of the plan.

E. Meetings

9. Steering Group meetings will take place as required within the parish of Acklington. The Parish Council will arrange venues for the meetings.
10. Decisions of the Steering Group should be made by consensus. Where a vote is required each member will have one vote. Decisions will be by a simple majority and a minimum of three members must be present. Whoever chairs the meeting will have a casting vote if required.

F. Finance and Support

11. The Steering Group's income (whether it is from the Parish Council's precept, neighbourhood plan grants or other sources) and expenditure will be managed through the Parish Council's accounts in accordance with current financial regulations.
12. The Parish Clerk will provide support and administration.
13. The Steering Group will have the benefit of technical advice and support from a planning officer nominated by the County Council.

G. Conduct

14. The Steering Group will follow the seven principles set out by the Committee on Standards in Public Life.
15. Members of the Steering Group must declare any interest, whether pecuniary or otherwise, they may have in any aspect of the Steering Group's work. Such declarations must be recorded.

ITEM 9 – CORRESPONDENCE RECEIVED

25/11/21	Event Notification – Race to the Castle 2022 – 28 th and 29 th May 2022	No action required
1 and 2/12/21	Email regarding Storm Arwen Damage and update	Response sent and no further action required
7/12/21	Email regarding village life in Acklington	Response sent
26/12/21	Two email regarding Commemoration at the Guyzance Memorial	Forwarded to councillors