

Brinkburn and Hesleyhurst Parish Council

MINUTES OF MEETING

Meeting on: 14th May 2024
Meeting at: Longframlington Memorial Hall
Meeting Time: 7.30 p.m. (immediately after the Annual Parish Meeting)
Present: Cllrs: Steven Bray (SB), Lesley Hall (LH), David Owen - Chair (DO), Jackie Scarpa (JS), Jamie Whicker (JW)
In attendance: One member of the public, Clerk: Garth Rhodes.

Meeting opened at 8.06 p.m.

1. **Apologies for Absence.** MF
2. **Table Urgent Business to be discussed in 18 below.**
 - a. Cllr Vincent Milburn & Councillor Vacancy
3. **Declaration of Interests.** None.
4. **Gifts and Hospitality.** None.
5. **Minutes of Previous Meeting** - The minutes of the meeting held on Tuesday 12th March 2024 were reviewed, unanimously approved as a true record and signed as such. (Proposed JW, Seconded SB, All in Favour).
6. **Matters arising out of Minutes.** To receive updates on matters not appearing elsewhere on the agenda including:
 - a. Review of polling districts and polling places. Nothing further received.
 - b. Sale of Rothbury estate. Nothing further received to date.
 - c. Review of GDPR procedures. It was agreed to amend adopt the Longframlington PC documentation with a target date for completion of January 2025. **Action: Clerk**
 - d. Declaration of Pecuniary Interests Clerk had not located the recent copies of these in our records but had written to the Election Office to ask if they have copies. **Action: Clerk**
7. **Police Update.** From March 14th - May 11th, 2024, there had been one crime reported to Northumbria Police that would have a wider community impact. Overnight between the 20th & 21st of April, a quantity of diesel was stolen from tanks located in farm outbuildings in the Hesleyhurst area. No suspects have been identified. Police were advising residents in the area to be vigilant.
8. **Finance**
 - a. Notification of receipts since the last meeting. Approved.

Date	Reference	Description	Amount
04/04/2023	NCC Ref 6214479	Precept First Half	3250.00
25/04/2024	HMRC 0000186	VAT Reclaim	809.24
26/04/2024	CAN	WWCF109 Final Claim	143.33
26/04/2024	CAN	WWCF108 Final Claim	263.03

- b. Approval of Clerk's salary, expenses, PAYE & NI and approval of Other Payments since the last meeting. Approved.

Date	Description	Amount
13/03/2024	Garth Rhodes reimbursement	MKM toilet hire -hedge laying 115.20
18/03/2024	D I Boyson	Hedge laying Emb Tce Paying field 2616.84
22/03/2024	Roger Powell reimbursement	Construction x13 nest boxes 215.00
17/04/2024	NorthumberlandALC	Subscription £84, Website Fee £75 159.00
02/05/2024	Longframlington Memorial Hall	Room booking £12 (17/04) TV x2 £10 22.00

- c. VAT Reclaim 2024-24. The claim for £809.24 had been approved by HMRC and paid.
 - d. Bank Reconciliation at 6th May 2023. Approved.

			£
Balance per e- bank statements at 05 May 2024			2431.97
Less unpresented cheques			
17/04/2024	NorthumberlandALC	159.00	
02/05/2024	Longframlington Memorial Hall	22.00	
			181.00
Uncredited Deposits -			
04/04/2023	NCC Ref 6214479	3250.00	
25/04/2024	HMRC 0000186	809.24	
26/04/2024	CAN	143.33	
26/04/2024	CAN	263.03	
			4465.60
Balance			6716.57

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Balance per cash book

6716.57

- e. Annual Governance and Accountability Return for 2023/24:
- To consider and agree any actions arising from the report of the internal auditor. No actions to consider.
 - To agree and sign the 2023/24 Statement of Control. Agreed and signed.
 - To approve and sign Section 1 - Annual Governance Statement. Agreed and signed.
 - To approve and sign Section 2 - Accounting Statement. Agreed and signed.
 - To approve the Annual Accounts Agreed.
 - To approve the Explanation of Variances. Agreed.
 - To approve the Final End of Year Bank Reconciliation. Agreed.
 - To approve and sign the 2023/24 Certificate of Exemption. Agreed and signed.
 - To agree the period for the Exercise of Public Rights. The following dates were agreed:
 - Date of Announcement Friday 31st May 2024
 - Commencing on Monday 3rd June 2024
 - Ending Friday 12th July 2024

Action: Clerk
- f. Requests for donations. None
- g. Annual Insurance. The PC were awaiting the annual premium from Zurich/NCC. As it had not been possible to receive a detailed response from NCC or Zurich as to whether the current policy would provide cover for volunteers undertaking the various activities within the CC& B programme, it was agreed to look for an alternative and separate policy to ensure that we had effective cover. Julia Plinston had agreed that this would be something that the WWCF could fund within our application for the forthcoming year.

Action: Clerk
9. **Planning.** To note and discuss any planning issues since previous meeting. There were currently no requests for consultation that had not already been commented on.
10. **Highways**
- Footpaths Report. JS reported that the reported footpaths issues were still outstanding but listed for action by NCC.
 - Report on any issues raised/ to raise with Highways Department. The work at Suers Hill was still outstanding. LH reported that the new road signage on the north side of the B6344 was now facing the wrong way. There were some very large stones that keep ending up on the road on the north side of the new road beside the entrance to the Nelles's field. Now that the new road had reopened Villa Lane was much quieter although it did need some repair work. Repairing the road in front of the houses, would be an improvement. LH to provide detailed issues and locations to the Clerk and Clerk to request a site meeting at Todstead and for an update on Suers Hill.

Action: LH/Clerk
11. **Climate Change & Biodiversity Committee.** JW informed the Committee that in order to cut down on council meeting time, in future a written Committee report would be submitted in advance to be included in the Clerk's report. The current hedging project in the playing field was now complete. There was a substantial amount of money left over from this project and it had been agreed with Julia Plinston (JP) WWCF administrator that this could be used for additional work associated with the hedging. A quotation for this work from Julie Ayre and Mark Evans was agreed. In addition, further work to clear the outside roadside area of the hedge was agreed along with their offer to donate two horse chestnut saplings. The amount for the proposed purchase of an oak tree to be planted in the corner of the playground to be raised up to £500, in order to be able to purchase a more mature tree. If prices quoted were higher than £500 these would need further consideration. The Council agreed in principle to a new CC&B application to the WWFC of up to £10k for the forthcoming year. DO to agree the application, prior to submission. Members also agreed that whilst that JP that the Council were interested in the possibility of a Green Energy project, this would need to be considered at a later date. **Action: JW/Clerk**
12. **Wingates Wind Farm Community Fund** JW agreed to meet with SB to discuss the new CC&B application prior to the meeting in June.

Action: SB/JW
13. **Emergency Planning**
- To receive a report on Whitton & Tosson Parish Council's emergency planning developments. There was only a small number of responses to the letter to residents asking if they would like their properties to be risk assessed or for them to be involved in supporting an emergency plan. WPTC had met with Colin Hall, the Emergency Food Plan Officer from the Environment Agency (EA) and agreed to produce a parish Emergency Flood Plan in conjunction with the EA. Prior to the meeting Colin toured the parish with members to identify potential flood problem areas. Colin had drafted a detailed plan, and final revisions were underway. He had also produced draft letters on flood precautions for residents. Volunteer flood wardens were in the process of being appointed. A joint community/NCC Highways project was underway to address the serious flooding situation at Ryehill. WPTC were to meet on 16th May to discuss further developments.
 - To discuss the possibility of developing a BHPC Community Flood Plan. Colin Hall (EA) had agreed to come to the July meeting of BHPC to discuss a potential flood plan for the parish. He had also agreed to carry out a tour of the parish with selected members to identify potential problem areas prior to the meeting. He would then produce a draft plan for discussion at the July meeting. Members were fully supportive of this idea. DO/JW/MF to undertake tour with Colin. **Action: DO/MF/JW/Clerk**
 - To review emergency response links with Longframlington and Rothbury. Longframlington's Plan was enacted during the Storm Babet power outage, but no-one used the services. The Plan had been reviewed and a few minor revisions made. Rothbury's Plan was still in the development stage as they were holding back until the revised NCC Emergency Plan was published, expected later in the month.
 - To discuss possible emergency response arrangements with the Longhorsley Division. Given that the Parish is moving onto the Longhorsley division in 2025, members were asked to consider whether emergency planning arrangements with Longhorsley need to be pursued. This to be included in the discussions with Glen Sanderson (see below).

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14. **Longhorsley Division.** It was agreed to invite Cllr Glen Sanderson to the September meeting of the PC to discuss with him the implications of the Parish moving into the Longhorsley Division. **Action: Clerk**
15. **Coquetdale Cluster Meeting**
- a. Items to discuss from the latest Cluster Meeting: 2nd April 2024. The speaker concerning the move to internet telephone connectivity did not turn up to the meeting. It was confirmed though that vulnerable people would not be left without a phone and that BT could not legally disconnect people. PCs would still need to remain vigilant to ensure this arrangement was upheld. There was a significant increase in crime in Rothbury.
- b. Items for next Cluster Meeting Agenda: 6th August 2024.
- i. Definitive Map Modification Order (no 5) 2024 - BOAT No26 (Parish of Brinkburn) Definitive Map Modification Order (No 3) 2024 - bridleway along the dismantled railway between Wagtail Farm and Brinkburn Station. NCC had received no objections received in relation to Order (no 5) 2024 - BOAT No26. Instructions had been passed to the legal team to arrange to have the Order confirmed and advertised. This would probably happen in about 4 to 6 weeks. They did receive one objection (Northumberland Estates) re Definitive Map Modification Order (No 3) 2024. As things stood, it would mean this Order would need to be submitted to the Secretary of State for determination, probably following a public local inquiry. NCC had suggested to the Northumberland Estates that one possibility was to make an extinguishment order to close the roughly parallel footpath to the north if they allowed public bridleway rights to be created over the dismantled railway. NCC wanted the PC's view on whether this would be something Brinkburn residents might support? This wasn't a formal consultation (that would follow later). This was a compromise solution; effectively trading a footpath for a bridleway on a different alignment. NCC believed the decision on the claimed bridleway could go either way, when referred to the Secretary of State. If the landowner didn't want to consider the alternative suggestion and then lose, they would have two public rights of way instead of one. If users refused to accept the alternative and then lost, they wouldn't be any worse off than they were already, but they wouldn't have a bridleway and no rights along the railway line. The PC were unanimously in favour of NCC's compromise suggestion and asked the Clerk to respond. The current footpath was very boggy during wet periods and difficult to walk and virtually impassable by bike. The dismantled railway route would be a far superior surface (once cleared). The Parish Council as part of its Climate Change and Biodiversity strategy was keen to develop biodiversity corridors linking areas of habitat, and the railway line would provide an ideal opportunity for this. **Action: Clerk**
16. **Cemetery & Joint Burial Committee Reports**
- a. Longframlington Cemetery. The cemetery extension land had been treated and cut back ready for the planting of wildflower seed. No further developments on the consecration or the Land Registry land transfer registration.
- b. Rothbury JBC. No report.
17. **NCC Local List Consultation 2024: Planning application requirements.** The validation checklist set out both national and local information requirements. Together these explained the information to include with a planning application. The national requirements were set by government. NCC set the local information requirements known as a local list. National guidance required a review of the local list every two years. The current local list had been in place since July 2022. NCC had decided some changes are needed and welcome our views. No comments were made. The Chair asked that if members had comments that these be submitted to him by 17th May and on the basis of this would make a PC response. Otherwise, no response would be submitted. **Action: All/DO**
18. **Any Urgent Business**
- a. Cllr Vincent Milburn & Councillor Vacancy. The Council were unanimously in favour of formally recognising Vincent Milburn for his many years of valuable service to the Parish Council. DO/Clerk would pursue the idea of awarding the Honorary Freedom of the Parish with an event in the Autumn. **Action: DO/Clerk**
The process of advertising a vacancy would now take place. The Notice of the Vacancy would be posted (for 14 working days), the following day. This gave electors the opportunity to call an election (minimum of 10 electors required), following which if no formal request had been received the Council could make a co-option. JW agreed to consult possible residents of Hesleyhurst following the 14-day period. **Action: JW/Clerk**
19. **Items for Next Meeting**
- a. Welcome Pack for new residents and visitors.
- b. Honorary Award Arrangements
20. **Dates and Venue for Meetings over the Forthcoming Year.** The dates of the meetings for 2024/25 had already been agreed and the Longframlington Memorial Hall bookings had been confirmed. The dates were:
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| Tue 09/07/2024 19:30 | Tue 09/07/2024 21:30 |
| Tue 10/09/2024 19:30 | Tue 10/09/2024 21:30 |
| Tue 12/11/2024 19:30 | Tue 12/11/2024 21:30 |
| Tue 14/01/2025 19:30 | Tue 14/01/2025 21:30 |
| Tue 11/03/2025 19:30 | Tue 11/03/2025 21:30 |
| Tue 13/05/2025 19:30 | Tue 13/05/2025 21:30 |

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