

Brinkburn and Hesleyhurst Parish Council

MINUTES OF MEETING

Meeting on: 15th December 2020
Meeting at: On-line at Zoom 816 8823 6994
Meeting Time: 7.00 p.m.
Present: Steven Bray (SB), Catherine Green, (CG) David Owen- Chair (DO), Lesley Hall (LH), Vincent Milburn (VM)
In attendance: Clerk: Garth Rhodes
The meeting opened at 7.03 p.m.

1. **Apologies for Absence.** Mark Fenwick, Jackie Scarpa (JS),
2. **Table Any Other Business to be addressed in 18 below**
 - a. Wildflower area at the bottom of the playing field below the path to the Millennium Stone
 - b. May 2021 Parish Council Elections – Information from Clerk’s Briefing
3. **Minutes of Previous Meeting** - The minutes of the meeting held **29th September 2020** were reviewed, unanimously approved as a true record and to be signed as such.
4. **Matters arising out of Minutes.**
 - a. Light Pollution from Longframlington. The lights have been dipped at D. Thompson’s farm and there was a significant reduction in light pollution and could not be seen from Brinkburn.
 - b. Defibrillator at Embleton Terrace See 9(a)
 - c. Football Nets The nets are now in place although the field is currently too wet to use.
 - d. Coronavirus issues. Numbers of cases in the area remained low although cases in Haltwhistle and Hexham had increased significantly. It was likely that Northumberland would remain in Tier 3 for the time being. VM reported that the Lordenshaws car park was currently extremely busy with people visiting, many of whom coming from outside the area. The issue was compounded due to the current closure of the Forestry England-Simonside Car park, although it was thought this was to re-open imminently.
 JS had submitted a note to say that she had recently met a local resident who had been quite unwell and was feeling very isolated due to the lockdown, (although his son has been in regular contact). The only person he had seen from ‘the Row’ was David Owen, who has passed by every week to check up on him. He said these visits had meant a lot to him and for which he was very grateful.
 - e. Current issues at Northumberland County Council- discussion with Cllr Glen Sanderson, Leader, NCC. Clerk had written to Glen to ask him to attend our December meeting to which he had agreed. As things had moved on since our original communication and recognising that he would be currently engaged in some very major issues, the Chair and Clerk agreed that it was inappropriate to ask him to attend the December meeting. However, they suggested to Cllr Sanderson that he attend the next meeting in the PC in the Spring, which he had accepted. Members agreed. **Action: Clerk**
5. **Correspondence**– Items of importance had been included in the agenda. Correspondence List had been circulated to members.
6. **Planning** –The following planning issues were noted.

<u>Reference</u>	<u>Address</u>	<u>Type</u>	<u>PC Comment</u>
19/04930/FUL	Land South East of The Hope Farm	GRANTED	See previous minutes for PC comments.
20/02017/BT	PCO Pauperhaugh Proposal to remove phone box 01665570234	Registered	See previous minutes for PC comments.
20/02132/FUL	Land South East of Tindles Hill Caravan Park	Registered	See previous minutes for PC comments.

7. **Finance**
 - a. Notification of receipts since the last meeting. Agreed
 - b. Clerk’s salary, expenses, PAYE & NI and approval of Other Payments since the last meeting. Agreed

01/10/2020	Embleton Tce Road Fund	Donation	100.00
05/12/2020	Garth Rhodes	Salary & Expenses Oct-Dec	327.30

Brinkburn and Hesleyhurst Parish Council

05/12/2020	HMRC	PAYE Oct-Dec	78.00
13/11/2020	J.O.Straughan	Hedgecutting	60.00
13/11/2020	Garth Rhodes	12 1st Class & 12 2nd Class stamps	16.92
07/12/2020	Julie Ayre	Grasscutting	160.00
07/12/2020	Mike Evens	Scarify ground for flower meadow	15.00

c. Requests for donations. None.

d. Bank Reconciliation to 15th December 2020. Agreed

Balance per bank statements at 29th November 2020				2667.40
Less unpresented cheques	05/12/2020	Garth Rhodes	327.30	
	05/12/2020	HMRC	78.00	
	13/11/2020	Garth Rhodes	16.92	
	07/12/2020	Julie Ayre	160.00	
	07/12/2020	Mike Evans	15.00	597.22
Uncredited Deposits -				0.00
Balance per cash book				2070.18
Balance per cash book				2070.18

e. To consider and agree Budget and Precept request for 2021/22. The budget was agreed (see attached) but it was decided to include an additional amount within the precept request of £476 (which equates to the JBC element for y.e. 31.3.2021) to cover the budget element for the Brinkburn and Longframlington JBC y.e.31.03.2022 just in case the dissolution arrangements have not been finalised prior to the submission of the Precept Request to NCC. This would ensure there was funding available for the JBC. This would increase the overall Precept Request for BHPC to £4676. However, it was agreed that the request could be reduced by £476 to £4200 by Chair's action, if arrangements are finalised before the Precept Request submission date at the end of January 2021.

8. Highways

a. Highways and Footpaths Report – JS submitted the following report

David asked me to put a notice up last meeting encouraging others to use the footpaths. I was planning to set up some trails to make it more appealing but then the weather turned very wet and I thought it might be best left until the spring. So sorry I didn't do that.

Do reported that Jane had collected 40 kg of rubbish from the highways and footpaths over the year. This was less than last year but still far too much. It was agreed to send her a letter of thanks. **Action: Clerk**

b. Report on any issues raised/ to raise with Highways Department including:

i. Feasibility Studies: Traffic Calming Measures: Embleton Terrace & B6344 at Todstead. Clerk had written to NCC on 30th September a delayed response, from Richard McKenzie Highways was received, after a reminder, on 30th November: "Both the items you mention are being considered for next year's LTP Programme. We're at the early stages of putting the programme together but I expect we'll be able to include at least one, if not both, of these". Cllrs were pleased with this response. It was reported that it looked like NCC had undertaken traffic surveys both on Embleton Tce and at Todstead. Members also discussed the need for traffic calming at the bottom of Villa Lane at the junction to the B6344 at Todstead and wondered whether this could be included within the Todstead measures? Traffic came down Villa Lane at some speed and there were a considerable number of children living in the Todstead community. It would seem sensible, to include this within the package of measures at Todstead. Clerk to write to Richard to asking if traffic calming at the bottom of Villa Lane could be included in the Todstead measures. It was also agreed to invite Cllr Trevor Thorne to the next meeting to discuss with him how he could support the PC on these matters and to defer Cllr Sanderson's attendance until a subsequent meeting in the Summer. **Action: Clerk**

ii. Subsidence B6344 at Todburn. Clerk has written to Highways for an update but had received no response. As yet.

c. Local Transport Plan priorities for 2021/22. Had been submitted

9. Wingates Wind Farm Community Fund

a. Defibrillator funding application – (DW/SB). The application for the defibrillator had been approved in full. We were now awaiting an acceptance form to complete and to receive a BACS transfer of £1500. Once received SB to submit order for the defibrillator and produce a timescale for completion of the work. DO to forward quotation to SB. LH to sound out a local electrician on costs for completing installation. **Action: SB/DO/LH**

Brinkburn and Hesleyhurst Parish Council

- b. Upgrade of land at South West corner of crossroads above Embleton Terrace – As JS was not in attendance there was no report on this matter. It was agreed that until there was a fully defined project brief for this it was not possible to submit an application for funding.
- c. Report from last meeting JS reported:
I attended the cluster meeting in September and shared our concerns about the Rothbury road. It seems we were not the only ones who wanted to push that issue and the road people assured us it is on their agenda.

It was reported that Cllr Stephen Ballantyne was making efforts to get faster broadband into the Coquet Valley. This was not a problem for Brinkburn & Hesleyhurst. The microwave system which covered much of Hesleyhurst was working well.

- d. Items for next Cluster Meeting Agenda Non at this time.

10. Joint Burial Committee Reports

- a. Brinkburn & Longframlington. Clerk had requested advice from NALC what the form the dissolution agreement should take and was awaiting a response. Also, he had informed NCC Finance of the intended dissolution. They were pursuing what happens next from their perspective. As the intention was to carry out the dissolution as of 31/03/2021, there was no JBC budget element request.
- b. Rothbury including:
 - i. To approve Hesleyhurst Budget Element. Request of £454 for Rothbury JBC - £9.50 less than the current year was approved
 - ii. VM reported that he had attended the last meeting where there was a great deal of matters dealt with regard to the running of the cemetery and repairs to the lodge. There was a view that as all matters, particularly those to do with finance and staffing, had to be passed to the Rothbury PC that the role of the JBC was superfluous and that once the Brinkburn & Longframlington JBC dissolution had gone through they were considering drawing upon their experience to dissolve the Rothbury JBC. The Clerk informed the meeting that the Rothbury PC and JBC may, in part, be interpreting the regulations on joint committees wrongly. It was his understanding that the Parish Council was responsible for agreeing the annual JBC budget, but it was for the JBC to propose, oversee and manage its budget. The accounts were maintained by the Parish Council but the income and expenditure were overseen by the JBC. The Parish Council should receive regular updates from the JBC and ensure that it follows agreed practice. He suggested that Rothbury JBC & PC take further advice from Stephen Rickett, NALC and David Francis (who sits on the national committee for joint committees). VM to convey this back to the JBC. **Action.VM**

11. Police Update from Police Community Support. The following report had been received:

Police Update Brinkburn/Hesleyhurst Parish Council 15/12/20.

The below information reflects the above area from 1st November 2020.

We look forward to being able to attend a meeting in person in the future when it is safe to do so.

Crimes reported 0 Anti- Social Behaviour 0 Other Business

Suspicious vehicle sighted 14/12/20 B6342 – white van towing trailer with no lights – area search was negative.

Car stuck in water 13/12/20 – Near Forestburn Gate – Fire/Police/Ambulance in attendance, driver had driven into ford, water levels high due to rainfall, car submerged however no injuries. Vehicle was eventually recovered on 14/12/20

We hope everyone is staying safe and well. We appreciate the reports being received by members of the public and encourage this to continue.

OP ACORN – Operation running in partnership with Northumberland national parks. Concerns raised regarding car parks in area being used by youths/boy racers to gather.

OP APOSTLE – Daily operation which includes visiting retail and vulnerable premises on the run up to Christmas. Post offices and banks in area will be patrolled; any cash in transit vans will be given attention.

OP NIGHTWING – Operation concentrating on local crime/asb hotspots including patrols of closed licensed premises which could be vulnerable to break in.

LOCAL CORONAVIRUS RESTRICTIONS – As you will be aware there are current restrictions in our area to reduce the spread of coronavirus. Any reports received of breaches of guidelines are followed up and dealt with accordingly. Please report any breaches.

OP CHECKPOINT – We have been conducting proactive patrols around rural areas including your parish stopping and checking vehicles suspected in poaching and rural crime. Any incident of this nature that is reported will always be followed up. Please, if you see any suspicious vehicles or persons in the area REPORT THIS on 101 or online NORTHUMBRIA.POLICE.UK.

FARMWATCH – Please spread the word to any farmers/workers that we are here to support them and provide crime prevention advice. I have already visited a few farms in the area and issued new FARMWATCH signs and signed them up to the scheme – Basically this allows us to notify them of suspicious vehicles or incidents in the area.

Brinkburn and Hesleyhurst Parish Council

My email address is 4965@northumbria.pnn.police.uk – if something is not urgent and you would like some advice please get in touch.

Thank you – Russell Stalker cso4965 Alnwick and Rual

Members wished to express their gratitude to the Community Police for the helpful and informative report.

Action: Clerk

- 12. Councillor Resignation: Catherine Green.** Catherine had tendered her resignation as from 1st January 2021 as she will be moving to Northern Ireland with her husband who is moving there to take up a new appointment. Given that Cllr positions were up for re-election on 6th May, the length of time it would take to organise a replacement and the fact that Catherine would remain here for some months and be retaining her property, members asked that she remain on as councillor until the end of her tenure in May 2021, to which she agreed. DO thanked Catherine for her contribution to the PC, said that she would be sadly missed and wished her and her husband well.

13. Any Other Business

- a. Wildflower area at the bottom of the playing field below the path to the Millennium Stone. DW informed the meeting that the area in the playing field below the path to the Millennium Stone had now been scarified and sown with wildflower seeds. This would provide a corridor between the wild-flower gardens on Embleton Terrace and eventually with the proposed environmental development at the crossroads. The area would be in bloom between April and August. The members confirmed the £60.00 expenditure for this project (see 7b).
- b. May 2021 Parish Council Elections – Information from Clerk’s Briefing The Clerk had attended NALC/NCC briefing on 08/12/2020. Issues of note for members:
- i. Election date Thursday 6th May 2021
 - ii. Notice of Election will be posted from Monday 29th March – Thursday 8th April 2021
 - iii. Provisional date for PC election results: Saturday 8th May 2021
 - iv. All elected councillors (even if not contested) must submit candidate expense form by 3rd June 2021
 - v. Election costs (unless PC request PC specific ballot cards and postal packs) for polling station and verification will be divided across those parishes using a specific venue, the County Cllr election, the Crime Commissioner election and any Neighbourhood Plan referenda taking place. PC Count will be 100% cost to WTPC. Invoice will be issued immediately after election. Election costs not yet agreed by NCC. NALC is to lobby on behalf of PCs to get this done pdq as this impacts on setting budget and precept requests.
 - vi. Ballot will be Face to Face or postal
 - vii. Role of Clerk:
 - a. If seats are contested, then all Clerk does is hand out nomination papers
 - b. If not contested Clerk can brief existing members standing on the process and walk them through completion of documents. However, as it is likely this will have to be done on-line, and Government is insisting on wet signatures, individual candidates will need to arrange for proposer and seconder signatures themselves.
 - viii. There is no limit (up to the full complement of members within the relevant PC) on how many people someone can propose or second. Cllrs can propose and second one another. No restriction on partners signing for each other.
 - ix. Candidates must be from the same ward as that which the PC is in.
 - x. Nomination papers will be available Jan/Feb and it is recommended these be completed ASAP due to current situation. These will be available on website or can be emailed or posted out. It would be helpful if cllrs would inform Clerk whether they will be standing.
 - xi. Clerk can request new electoral register when this is available in Jan/Feb
 - xii. Purdah will be in place from 29th March until close of polling
 - a. PCs advised not to publish anything during Purdah
 - b. Even innocuous material can be misinterpreted
 - c. Does not stop formal meetings
 - d. Individual candidates can publish in their own right
 - e. Cllrs can make partisan speeches
 - xiii. After election cllrs must complete and submit acceptance of office and register of interests. If PC in National Park must also arrange for electing parish council participation on the NNP authority from parishes in the park.
 - xiv. Annual Meeting must take place before 24th May (can take place before election)

Brinkburn and Hesleyhurst Parish Council

14. Items for Next Meeting

- Election issues

15. Date of Next Meeting.

- Provisional extraordinary meeting if precept request not finalised: Tuesday 19th January at 7.00 p.m. online. Members to be informed if *this is to go ahead*
- Next Parish Council Meeting - Tuesday 9th March 2021 at 7.00 p.m. online.

The meeting closed at 8.25p.m.

Garth Rhodes, Clerk, 5 Wardle Terrace, Longframlington, NE65 8AB, Tel: 01665 570347, Email: Clerk@Brinkburn.net

Brinkburn and Hesleyhurst Parish Council

Annual Allocation of Income and Expenditure 2020 to 2021 & Budget 2021 to 2022							
	2019/20		2020/21		2020/21		2021/2022
		Actuals to Dec 2020	Est Annual total @ March 2020	Diff	DRAFT Budget	Notes	AGREED Budget
Opening Bank/Cash On Hand	1803.57	1677.79	1677.79	0.00	1113.72		0.00
Precept	3973.00	3940.00	3940.00	0.00	4200.00	*To keep balance c/f similar to 19/20	0.00
Total Precepted Income	5776.57	5617.79	5617.79	0.00	5313.72		0.00
Other income							
Interest	0.00	0.00	0.00	0.00	0.00		0.00
Donations etc.	0.00	0.00	0.00	0.00	0.00		0.00
Empty	0.00	0.00	0.00	0.00	0.00		0.00
NCC Cemeteries Double Charge	26.00	0.00	26.00	-26.00	26.00		
Capital Receipts	0.00	0.00	0.00	0.00	0.00		0.00
General	5.80	0.00	0.00	0.00	0.00		0.00
VAT	0.00	0.00	0.00	0.00	0.00		0.00
Total Other income	31.80	0.00	26.00	-26.00	26.00		0.00
Total All Income	5808.37	5617.79	5643.79	-26.00	5339.72		0.00
Expenditure							
Admin Salary (NET)	1066.00	830.30	1110.00	-279.70	1200.00		0.00
PAYE	258.80	207.40	280.00	-72.60	300.00		0.00
Admin expenses	31.06	56.97	75.00	-18.03	100.00		0.00
Admin General	200.09	207.77	250.00	-42.23	300.00		0.00
Total Administration Expenditure	1555.95	1302.44	1715.00	-412.56	1900.00		0.00
Village Amenities Expenditure							
Insurance	177.88	175.07	175.07	0.00	185.00		0.00
Maint/ance	212.00	115.20	200.00	-84.80	300.00		0.00
Playground	715.00	914.90	1000.00	-85.10	850.00		0.00
Capital Spend	0.00	0.00	0.00	0.00	0.00		0.00
JBC Budget (Rothbury & L/fram)	969.75	940.00	940.00	0.00	454.00		0.00
Total Village Amenities Expenditure	2074.63	2145.17	2315.07	-169.90	1789.00		0.00
Grant Expenditure							
Grants given	500.00	100.00	500.00	-400.00	500.00		0.00
S.137	0.00	0.00	0.00	0.00	0.00		0.00
Total Grants Payable	500.00	100.00	500.00	-400.00	500.00		0.00
Total Other Expenditure	4130.58	3547.61	4530.07	-982.46	4189.00		0.00
Total Income less Expenditure	1677.79	2070.18	1113.72	956.46	1150.72		0.00
Total Income	5808.37	5617.79	5643.79	-26.00	5339.72		0.00
Total Expenditure	4130.58	3547.61	4530.07	-982.46	4189.00		0.00
	1677.79	2070.18	1113.72	956.46	1150.72		0.00
*No amounts have been included for election costs if either pariishes are contested							
*No amounts have been included for grant and expenditure for defibrillator as they should cancel out???							
	Precept	ITB	Amount Paid				
y.e. 31 March 2021	3940.00						
Brinkburn (79%)	3119.00	92.62	33.68				
H/hurst (21%)	821.00	12.51	65.63				
Proposed y.e. March 2022	4200.00						
Brinkburn (79%)	3318.00	93.39	35.53				
H/hurst (21%)	882.00	12.23	72.12				
Property increase on previous	2021/22	2020/21	Increase				
Brinkburn	35.53	33.68	1.85				
H/hurst	72.12	65.63	6.49				
ITB: Indicative Tax Base equates to the number of households at Band D after removing those exempted							