

# Acklington Parish Council Agenda

Clerk: Clair Lewis  
65 Main Street  
Felton  
Northumberland  
NE65 9PT  
Tel: 07809205548

To Members of Acklington Parish Council

You are hereby summoned to attend the Annual Meeting of Acklington Parish Council on Tuesday 9 January 2024 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. 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 Meeting of the Council held on 7 November 2023 (Pages 4-7)

4. Standing Item – Report from County Councillor

To receive a report from County Councillor Watson

5. 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>

|                 |  |           |
|-----------------|--|-----------|
| 23/03395/VARYCO | Guyzance Hall – Variation of Condition 2 (Approved Plans) pursuant to planning permission 23/00979/FUL to allow additional demolition and rebuilding of a garden wall to facilitate the construction of the proposed Leisure Wing and part of the southern wall of the proposed garaging                                       | Permitted |
| 23/03583/FUL    | Land West of Barnhill Farm Cottages – Construction of district heating plant room (93m <sup>2</sup> ), electricity meter room (11m <sup>2</sup> ), district heating network of pipes and green energy network of cables. Change of use of 2 bays of already consented agricultural farm building (circa 204m <sup>2</sup> ) to | Pending   |

|                 |  |           |
|-----------------|--|-----------|
|                 | intermediate storage area for wood chips. Construction of phase 2 of farm buildings already consented (phase 1) comprising inclusion of rooflights and adjustments to internal wall divisions, minor changes to office building already consented (phase 1). Provision of composting plant and hard standing wash-down area constructed in permeable concrete block. Provision of amended drainage system and underground diesel storage (red and white). Reconfiguration of staff parking. Realignment of farm track. Provision of additional garden area for units 4A, 4B, 5 and 6. Alternative parking bay for No 2 The Cottages.   |           |
| 23/03601/VARYCO | Unit 4 Barnhill Farm – Variation of condition 2 (approved plans) for alterations to the layout and consideration of information relating to conditions 8 (foul drainage) and 13 (lighting) pursuant to planning permission 23/00363/FUL  | Permitted |
| 23/03532/FUL    | Land South of Magnolia Cottage, Guyzance Village – Construction of 2no. 3 bedroom detached houses  | Pending   |
| 23/03609/VARYCO | Barnhill Farm – Variation of condition 2 (approved plans) and consideration of additional information in respect of conditions 4 (refuse strategy), 16 (foul drainage), 20 (external lighting) and 24 (boundary treatments) on approved application 22/04490/VARYCO – Internal layouts have been changed to facilitate use of 3 of 5 units to provide disabled access accommodation (Category 2: Accessible and Adaptable dwellings M4(2)). Units 1 and 3 would remain as they are (Category 3: Wheelchair user dwellings M4(3)), and are unchanged insofar as disabled living is concerned, although there are some minor adjustments to the design in terms of bedrooms/study areas.   | Permitted |
| 23/03608/VARYCO | Land West of Barnhill Farm Cottages – Variation of Condition 2 (Approved Plans) on approved application 21/04696/FUL to allow extending the length of the farm building by circa 3.5m to allow regular steel column spacing  | Pending   |
| 23/04081/FUL    | Change of use of agricultural building to a facility to dry paper pulp to produce animal bedding to include feeder, drum, burner, stack installation and control room.   | Pending   |
| 23/04638/VARYCO | Variation of Condition 5 (foul water drainage), 9 (materials), 12 (2no. openings in the north wall), 14 (connection between the leisure, plant and garaging buildings), 15 (construction works) and 16 (underfloor balance tanks or similar) on approved application 23/03395/VARYCO in order to change the facade of the eastern elevation of Leisure Wing by offering fully constructed columns rather than blind columns, minor adjustment of the building footprint, increase the depth of the garaging by 1.2m to allow larger cars to park more conveniently, change the reconstruction of the garden wall, reposition west elevation gym windows and number of windows increased to 5, new window to changing room, parapet height increased to 150mm, gate from walled garden to the garage is to be repositioned eastwards and minor modification to northern end of hipped roof. | Pending   |

## 6. Village Gateways

To consider purchase of Village Gateways

7. Finance:

- a. To receive Financial Summary and bank reconciliation to 31 December 2023 (Page 8)
- b. To authorise payments

| Supplier                 | Reason                    | Amount  |
|--------------------------|---------------------------|---------|
| C Lewis/HMRC             | Salary (Dec-Jan)          | £219.96 |
| Acklington Village Hall  | Room Hire                 | £15.00  |
| Robson & Cowan           | Footpaths Working Group   | £18.62  |
| J Newton – reimbursement | Donations – Poppy Wreaths | £43.98  |
| S Malone – reimbursement | Footpaths Working Group   | £129.22 |

c. To note receipts

| Date     | Source | Reason   | Amount |
|----------|--------|----------|--------|
| 9/11/23  | Lloyds | Interest | £13.42 |
| 11/12/23 | Lloyds | Interest | £13.87 |

d. To consider and agree draft Budget for the Year Ending 31 March 2025 (separated as separate document)

e. To agree Precept requirement to be submitted to NCC

8. Neighbourhood Plan

To receive update from the Neighbourhood Plan Steering Group

9. Footpath Working Party Update

To receive an update from the Footpath Working Party

10. Trees

To receive update on TPOs and tree works and agree any actions

11. Broomhill Road – Damaged surface

To receive update and agree any actions

12. Airfields Memorial

To receive update and agree any actions

13. Items for Next Agenda

14. Date of Next Meeting

Tuesday 5 March 2024 at 7:00pm, Acklington Village Hall

The minutes of the Meeting of Acklington Parish Council held on 7.00pm on 7 November 2023 at Acklington Village Hall.

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

#### Open Session

A member of the public attended to explain recent tree works on his property to the Parish Council. The tree in question was assessed by a tree surgeon as very rotten, and accordingly works were needed to ensure safety. The resident's initial plans were to remove the tree and to replant, but these were changed in light of the general preference to retain the tree, and instead a limb was removed to make the tree safe. There is no TPO in place on the tree and no planning restrictions. The resident feels responsible for public safety due to the position of the tree.

#### 2022/91 Apologies for Absence

Cllr D Barras, County Cllr J Watson

#### 2022/92 Disclosure of Interests

None.

#### 2022/93 Minutes of Previous Meeting

**RESOLVED** that the minutes of the Meeting of the Council held on 7 November 2023 were agreed as a true record.

#### 2022/94 HMP Acklington Director

- a. The Director and Deputy Director of HMP Acklington attended the meeting at the Parish Council's invitation to discuss possible ways in which HMP Acklington can support and contribute to the community.
- b. HMP Acklington is in a radical period of change with ambitious plans for the next 12 months, including building community partnerships, with a focus on rehabilitation and reducing reoffending. HMP Acklington can provide community support by supplying planters and plants at low cost. The gardening department is very professional, with workers who are keen for social responsibility and rehabilitation.
- c. In normal times, workers would be released on temporary licence to carry out community projects but the current prison population has a reduced number of suitable candidates; this should change. The Director and Deputy Director stressed the high importance to prisoners of being able to contribute to the community by growing or making things, or by contributing to community work. These activities build skills and confidence and help to remove some of the fear prisoners may feel about returning to life outside the prison. The Parish Council noted that HMP Acklington had contributed to the Amble Sculpture Trail with prisoners working on this on temporary release for over a year. The Director and Deputy Director acknowledge that there is an important balance to strike between reassuring the community and helping prisoners to overcome their own anxiety about being in the community.
- d. HMP Acklington has a professional print shop staffed by prisoners and can help with the printing of, for example, flyers and posters.
- e. The engineering department has designed a new memorial for the RAF Airfield which will be installed by the roundabout in front of the prison gates.

#### 2022/95 Report from County Councillor

County Cllr Watson sent his apologies for the meeting.

#### 2022/96 Planning

- a. 22/02845/FUL – Land North of 18-14 Acklington Village and Former Acklington School. This has been refused by NCC Planning Officer and was not referred to committee, and appears to have been a result of applying policies rather than based on objections received.
- b. 23/3583/FUL – Land West of Barnhill Farm Cottages. The Parish Council noted that this development will replace buildings previously intended for agricultural use. The plans appear to show ducts leading to the cottages in the village but no consultation has taken place. The application cites “public benefit” but will mainly benefit housing belonging to the applicant. Initially, wood from the Storm Arwen windfalls can be used, but once this runs out material will need to be transported to the site which is not very environmentally friendly and puts strain on an already strained road infrastructure. The Parish Council questioned why this development needs to be located within the conservation area when there is a large estate on which it could be sited anywhere. The Parish Council will object.
- c. 23/01387/FUL and 23/01388/LBC – Land South of Magnolia Cottage, Guyzance Village. The Parish Council will object on the same basis as for the previous submission of this proposed development.
- d. 23/03608/VARYCO - Land West of Barnhill Farm Cottages. The proposed extension would bring the development right to the road edge. The Parish Council considered whether this would cause substantial harm to the conservation area.

#### 2022/97 Noise from Campsite at Railway Inn

Noise is infrequent and is mainly an issue in the summer. The Parish Council will monitor the issue.

#### 2022/98 Village Gateways

The Parish Council will meet with Highways to assess what is possible.

#### 2022/99 Finance

- a. The financial summary, bank reconciliation and budget monitoring to 1 November 2023 was received. The Neighbourhood Plan Group is applying for a locality grant for the remainder of the available £10,000 funds (representing the unspent balance from the previous grant which had to be returned at year end under the terms of the grant). The Footpaths Working Group has received the grant from County Cllr Watson for the purchase of the new mower. The grass cutting by NCC has been an issue this year, which the Parish Council understands is due to bad weather and machine difficulties. The Clerk will ask if the cuttings can be removed from the football field.
- b. **RESOLVED** to authorise the following payments.

| Supplier                 | Reason  | Amount    | Payment Ref |
|--------------------------|---|-----------|-------------|
| C Lewis/HMRC             | Salary (Aug-Nov)                                    | £431.32   |             |
| Robson & Cowan           | Footpaths Working Group – purchase of ride on mower | £5,785.20 |             |
| NCC                      | Grass Cutting                                       | £1,799.12 |             |
| Acklington Village Hall  | Room Hire for Neighbourhood Plan – paid with credit | £11.66    |             |
| S Malone – reimbursement | Footpaths Working Group                             | £34.63    |             |
| T Mezza – reimbursement  | Footpaths Working Group                             | £12.45    |             |

c. The following receipts were noted.

| Date     | Payee          | Reason  | Amount    |
|----------|----------------|---|-----------|
| 8/9/23   | NCC            | Precept   | £4,880.00 |
| 11/9/23  | Lloyds         | Interest  | £11.33    |
| 6/10/23  | NCC            | Members Small Schemes Grant – Footpaths Working Group | £4,475.00 |
| 9/10/23  | Lloyds         | Interest  | £11.18    |
| 20/10/23 | Groundworks UK | Neighbourhood Plan Locality Grant                     | £3,290.00 |

#### 2022/100 Neighbourhood Plan

The Neighbourhood Plan is no further forward as the Steering Group is still awaiting maps from NCC to complete the document. These were provided in August after some delay but were incorrect and need to be re-done. The maps must be provided by NCC; it is not possible for the Steering Group to produce these. The Parish Council noted that there will be balance to pay to the consultant which is not covered by the Locality Grant.

#### 2022/101 Verge Damage in front of Southfields

The verge has been repaired but is still in poor condition. This is an ongoing issue. A new grit bin has appeared. There is a dip in the road by the verge which fills with water. The Clerk will report this.

#### 2022/102 Road Slip at Guyzance

The road at Guyzance has fallen away to the river, thought to be caused by heavy haulage and flooding. The road has been cordoned off but it is not clear what will be done to repair the damage. The passing places which were a requirement of planning permission are not useable, for example because they are being used to store logs. This should be referred to NCC Planning Enforcement and Highways. The Clerk will ask NCC what is planned for the repairs to the road.

#### 2022/103 Footpaths Working Group Update

- a. The yellow topped poles along Footpath No 10 are having their intended effect, enabling contract tractor drivers to avoid ploughing out the footpath. Regular mowing by volunteers has further enhanced the walking experience.
- b. Cllr Mezza has led a team of volunteers to install safety rails at Acton Dene, with thanks to Mrs Ferguson for access, and to NCC and Guyzance Estate for donating the materials.
- c. Tons of debris have been cleared by volunteers from Footpath No 8 and NCC have collected this for disposal. There are still obstructions placed on the land which are blocking the footpath.
- d. The rear churchyard has been cleared of overgrowth by volunteers.
- e. The new ride on mower has arrived and will enable the routine mowing of 10.5km of footpaths.
- f. Next year the focus will be Rake Lane.
- g. The Parish Council noted that a volunteer's mower has been damaged while carrying out Footpaths Working Group activities.

**RESOLVED** to make a one-off payment of £100 towards the cost of repairs as a discretionary gesture of goodwill. This cannot be repeated due to budget constraints and volunteers concerned about using their own equipment should use that belonging to the Working Group.

#### 2022/104 Tree Survey

The Parish Council considered how trees can be protected. The Parish Council noted that some trees do need pruning to keep them safe and/or healthy, which is the responsibility of the landowner. The Parish Council will see whether NCC can review the trees to assess if any should be protected by a TPO.

#### 2022/105 Streetlights

No action required until construction completed on the non-working streetlight. The Parish Council noted there is no street-lighting between the station and the village along the road.

#### 2022/106 Noticeboard

Mr Knox is ready to install the noticeboard after a period of reduced working for personal reasons.

#### 2022/107 Bins

The Clerk is waiting to hear from NCC about the installation of the new bins.

#### 2022/108 Airfields Memorial

Deferred until HMP Acklington have installed their memorial at the gates.

#### 2022/109 Items for the Next Agenda

- - Road out of Broomhill, surface deteriorating
- - Budget
- 

#### 2022/110 Date of Next Meeting

Tuesday 9 January 2024 at 7:00pm, Acklington Village Hall.

The Chairman closed the meeting at 9:05pm.

## Bank Reconciliation and Budget Monitoring

| <b>ACKLINGTON PARISH COUNCIL</b>                          |                          |                          |                                |                        |                        |
|---|--------------------------|--------------------------|--------------------------------|------------------------|------------------------|
| <b>Financial Position at 31 December 2023</b>             |                          |                          |                                |                        |                        |
| <b>BALANCE b/f at 1 April 2023</b>                        |                          |                          | <b>22,902.82</b>               |                        |                        |
| <b>RECEIPTS</b>   |                          | <b>Budget</b>            | <b>Income YTD</b>              |                        |                        |
| VAT Refunds   |                          | 250.00                   | -                              |                        |                        |
| Precept   |                          | 9,760.00                 | 9,760.00                       |                        |                        |
| Interest received   |                          | 15.00                    | 89.24                          |                        |                        |
| Donations   |                          | -                        | -                              |                        |                        |
| Neighbourhood Plan  |                          |                          | -                              |                        |                        |
| Jubilee Fund  |                          |                          | -                              |                        |                        |
| Footpath Warden Scheme                                    |                          |                          | 4,475.00                       |                        |                        |
| Miscellaneous   |                          | -                        | -                              |                        |                        |
|   |                          | <b>10,025.00</b>         | <b>14,324.24</b>               |                        |                        |
| <b>PAYMENTS</b>   | <b>Reserves (1/4/22)</b> | <b>Budget Allocation</b> | <b>Other Income/ Transfers</b> | <b>Expenditure YTD</b> | <b>Current balance</b> |
| Clerk's Salary  |                          | 1,400.00                 |                                | 1,346.30               | 53.70                  |
| Clerk's Expenses  |                          | 50.00                    |                                | -                      | 50.00                  |
| Room Hire   |                          | -                        |                                | 78.33                  |                        |
| Stationery  |                          | 50.00                    |                                | -                      | 50.00                  |
| Insurance   |                          | 300.00                   | 454.73                         | 754.73                 | -                      |
| Audit Fees  |                          | 200.00                   |                                | 80.00                  | 120.00                 |
| Subscriptions/Training                                    |                          | 300.00                   |                                | 152.89                 | 147.11                 |
| IT Costs  |                          | 75.00                    |                                | 75.00                  | -                      |
| Street Furniture  | 1,464.88                 | -                        | 248.77                         | 1,713.65               | -                      |
| Landscaping/Grass Cutting                                 | 1,351.27                 | 1,700.00                 |                                | 1,499.27               | 1,552.00               |
| Play Area   | 11,632.57                | -                        |                                | 303.99                 | 11,328.58              |
| Footpath Warden Scheme                                    | 736.41                   | 1,000.00                 | 4,475.00                       | 5,421.26               | 790.15                 |
| Flower Planters   | 213.25                   | 250.00                   |                                | 48.01                  | 415.24                 |
| Community Defibrillator                                   | 184.10                   | 250.00                   |                                | -                      | 434.10                 |
| Neighbourhood Plan  | 539.28                   | 500.00                   |                                | 20.00                  | 1,019.28               |
| Neighbourhood Plan - Locality Grant                       | 3,290.00                 | -                        |                                | -                      | 3,290.00               |
| Miscellaneous   |                          | -                        |                                | -                      | -                      |
| Donations   |                          | 1,200.00                 |                                | 700.00                 | 500.00                 |
| Recoverable VAT   |                          | 250.00                   | 1,422.91                       | 1,672.91               | 0.00                   |
| Election Costs  | 331.80                   | -                        |                                | -                      | 331.80                 |
| Jubilee Fund  | 390.96                   | -                        | -                              | -                      | 390.96                 |
| VAS   |                          | -                        |                                | -                      | -                      |
|   | <b>20,134.52</b>         | <b>7,525.00</b>          | <b>6,601.41</b>                | <b>13,866.34</b>       | <b>20,472.92</b>       |
| General Reserves  | <b>2,768.30</b>          | <b>2,500.00</b>          | <b>- 175.76</b>                | <b>2,126.41</b>        | <b>2,966.13</b>        |
| <b>BALANCE C/F</b>  |                          |                          |                                | <b>23,360.72</b>       |                        |
| <b>BANK RECONCILIATION</b>                                |                          |                          |                                |                        |                        |
| <b>Balance per bank statements as at 31 December 2023</b> |                          |                          |                                |                        |                        |
| Lloyds Treasurers Account                                 |                          |                          |                                | 13,456.82              |                        |
| Lloyds Business Bank Instant Account                      |                          |                          |                                | 12,181.42              |                        |
| less uncleared BACS payments                              |                          |                          |                                | - 2,277.52             |                        |
|   |                          |                          |                                | <b>23,360.72</b>       | <b>-</b>               |