

Brinkburn and Hesleyhurst Parish Council

MINUTES OF MEETING

Meeting on: 28th September 2021
Meeting at: Longframlington Memorial Hall
Meeting Time: 7.00 p.m.
Present: Steven Bray (SB), Mark Fenwick Lesley Hall (LH), Vincent Milburn (VM)
 David Owen- Chair (DO), Jackie Scarpa (JS) Jamie Whicker (JW).
In attendance: Clerk: Garth Rhodes.

The meeting opened at 7.26 p.m.

1. **Apologies for Absence.** None
2. **Minutes of Previous Meeting** - The minutes of the meetings held Tuesday 18th May 2021 were reviewed, unanimously approved as a true record and signed as such.
3. **Matters arising out of Minutes.**
 - a. Time of Meeting. DO apologised for the confusion over the start time of the meeting. Future meetings too start at 7.30p.m.
 - b. Defibrillator at Embleton Terrace. All installation and decals completed. Letter of thanks sent to Young's Electricians and Mike Carlyle. DO thanked SB for all the hard work undertaken to organise the installation of the defibrillator. On-line training information to be circulated to members. Face to Face training to be arranged when available. **Action: SB**
4. **Correspondence** – All significant items of correspondence were included within the agenda.
5. **Finance**
 - a. Notification of receipts since the last meeting. Approved.

26/07/2021	NCC Pay Ref: 4691054	Cemetery double charge	15.00
02/09/2021	NCC Pay Ref 4710700	Precept Second Half	2100.00

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

22/05/2021	Rothbury Parish Council	Hesleyhurst RJBC contribution 1st half	221.50
07/07/2021	Youngs Electricals	Connect Electricals to Defib	35.97
22/07/2021	Julie Ayre	Grasscutting	200.00
22/07/2021	Colliedog Computers	Email account	39.00
23/08/2021	Julie Ayre	Grasscutting	240.00
05/09/2021	Garth Rhodes	Salary & Expenses (Jul-Sep)	276.70
05/09/2021	HMRC	PAYE (Jul-Sep)	69.20
09/09/2021	Rothbury Parish Council	Hesleyhurst RJBC contribution 2nd half	221.50
20/09/2021	Julie Ayre	Strimming wildflower area	30.00
20/09/2021	N/land estates	Rent Playing field	50.00

- c. Requests for donations. Victim Support, GNAAS. Deferred until March 2021.
 - d. Bank Reconciliation to 28th September 2021. Approved.

Balance per bank statements at 10th Sept 2021			4044.39
Less unpresented cheques	05/09/2021	HMRC	69.20
	09/09/2021	Rothbury Parish Council	221.50
	20/09/2021	Julie Ayre	30.00
	20/09/2021	N/land estates	50.00
			370.70
Uncredited Deposits			0.00
Balance			3673.69
Balance per cash book			3673.69

- e. Annual Governance and Accountability Return for 2020/21. As BHPC had claimed exemption from the external audit, SBA had confirmed that there would be no review performed and consequently no auditor certificate and report, or any other closure documentation, issued by them for this reporting year.
 - f. Parish Council Insurance. NCC had confirmed that we were fully insured for the current year.
 - g. On-line and Telephone Banking. Clerk clarified the procedure for setting up on-line and telephone banking, which was relatively simple. No costs for a clubs/charities account such as ours (as long as we remained in credit). DO/Clerk had already made application, for online banking and a 'Service Registration Control' had been put in place which meant that no transactions could be undertaken without the agreement of two approved signatories (currently DO/VM/Clerk). This would enable BHPC to maintain its monetary & legal obligations as set out in the JPAG Practitioner's Guide 2021. Stephen Ricketts had been asked as to whether further amendments to Standing Orders was needed with respect to this matter. Any amendments to be agreed at the next

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meeting. All agreed that the Council should adopt on-line and telephone banking arrangements forthwith to streamline its financial procedures. VM to complete application. **Action: VM/Clerk**

- h. Annual Pay Award & Review of Clerk's Salary. The review of the salary had been discussed by members at several previous meetings. The members discussed this at some length, taking into consideration the information provided by the Clerk on the hours he was giving to BHPC work (circa 15hrs per month), the impact on the budget of an increase in hours and the increase in the clerk's workload since the beginning of his tenure. Members agreed to raise the monthly work hours of the clerk from 10 hours to 15 hours per month. This would require an amendment to the clerk's contract of employment. **Action: DO/Clerk**

Annual Pay Award: The trade unions had confirmed they were recommending rejection of the 1.75% offer. Union members to be balloted on the recommendation.

- i. Quote for the Mowing of the Playing Field at Embleton Terrace for 2022. Julie Ayre, at the request of the clerk, had submitted a quotation for mowing in 2022. To keep the length of the grass down to a playable height, she recommended that it be cut approximately every 10 days; mowing twice a month during April and October and three times a month from May to September, giving a total of 19 cuts during the year. The cuttings to be left on the field and not collected.

Total cost per cut: £40.00 Total cost for the year: £760.00

As it had not been possible to obtain further quotes, members approved the quotation. **Action: Clerk**

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

- a. To consider a Parish Council response to the Planning Validation Checklist Consultation. Members agreed not to respond to the consultation.

b. Planning Applications

Reference	Address	Status	PC Comment
20/02132/FUL	Land Southeast of Tindles Hill Caravan Park	Permitted	Objection. See previous minutes for comment
20/02017/BT	PCO Pauperhaugh Morpeth NE65 8JA	Decided - OBJECT	Objection. See previous minutes for comment

7. Highways

- a. Highways and Footpaths Report – JS reported that the repairs to the footbridge at Magnum Burn had been placed on the NCC list of repairs. She was asked to follow up on this. **Action: JS**

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

- i. Traffic Calming Measures: Embleton Terrace & B6344 at Todstead. The traffic calming measures feasibility report was considered and it was agreed that this matter be deferred until the next meeting to enable members to fully study the four options in the report. In its conclusion, the report referred to the issue about existing signage requiring attention. SB had already taken steps in this direction and was in discussion with the Highways Inspector for replacement/repair. Also, the conclusion referred to the need for hedge clearing adjacent the playground sign (travelling north). This hedge was the responsibility of the Parish Council and members agreed to ensure that hedgecutting at this point would be regularly undertaken to maintain visibility to the sign for road users. JW agreed to take on this responsibility. **Agreed: JW**

Clerk to inform Highways of these decisions and seek clarification on who pays the costs for the measures. **Action: Clerk**

- ii. Subsidence B6344 at Todstead. The road continued to subside but was being closely monitored by Highways. This matter to be discussed with Cllr Sanderson at the next meeting

iii. Damage to signage at Embleton Terrace See 7.b. above.

iv. Road Condition Todstead- Villa Lane. No response to our correspondence on this matter had been received.

v. Closure of B6344 and Rothbury Road, Longframlington. Clerk had written to Highways concerning the diversion via Longframlington and our concerns re traffic calming measures. This issue was still ongoing and Longframlington PC were to meet with Highways to resolve outstanding issues regarding the chicanes. Highways yet to comment about appropriateness of Rothbury Rd being a suitable diversion route. This matter to be discussed with Cllr Sanderson.

- c. BHPC priorities for the Local Transport Plan 2022/23. The members agreed the following priorities:

- Traffic calming measures at Todstead on the B6344
- Improvements and restoration of the ford between Todburn and Tindles Hill
- Improvements to road signage (including marking on the road) at the New Houses junction on B6344 (this is increasingly becoming a problem during the frequent road closures of the B6344, when traffic coming from Longframlington was assuming they had right of way). **Action: Clerk**

8. Wingates Wind Farm Community Fund

- a. Upgrade of land at Southwest corner of crossroads above Embleton Terrace. JS had met with a local expert on wildflower meadows who advised that the area should be cut close now and then to wait until the Spring to see what plants grew back. At that point it would be possible to ascertain what planting would be required. JS/JW agreed to cut the area. **Action: JS/JW**

- b. Defibrillator Final Report. DO agreed to complete the report for next WWFCF meeting at the beginning of December. **Action: DO**

9. Coquetdale Cluster Meeting

- a. Report from last meeting – The next meeting was to take place on 12th October 2021.

- b. Items for next Cluster Meeting Agenda – There were no items for the agenda.

10. Cemetery & Joint Burial Committee Reports

- a. Longframlington Cemetery. Longframlington Parish Council was working towards getting the cemetery land consecrated. The Diocesan solicitor had asked that they obtain a 'route to succession' of the cemetery land. This required information from the NCC Legal Dept. who had been contacted several times without success and therefore creating a delay.

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b. Rothbury JBC including:

i. BHPC's future relationship with the Rothbury Joint Burial Committee/Rothbury Cemetery. At the last meeting of the RJBC held on 10th August 2021 all JBC members had indicated they were in favour of the dissolution of the Rothbury Joint Burial Committee whilst requiring member parish councils to continue to contribute to the cemetery running costs. This matter was discussed at length by BHPC members based on the information received from the Rothbury JBC/PC Clerk which clarified that the initial process for each constituent parish council: To agree if they wish

- to abolish the JBC and continue to contribute to the burial ground or
- for the JBC to continue of
- for the PC to cut all ties.

The BHPC whilst minded in principle to support the dissolution, agreed that there were several issues to consider before it was in a position be able to make a final decision. Further, it agreed that for this matter to move forward there needed to be a formal request from the RJBC setting out clear options for the future relationship with the RJBC/Rothbury Cemetery which should be sent to all member parish councils, fully supported by relevant background information, in order that all PCs within the RJBC would be able to approach this matter on a level playing field.

Members asked that the RJBC provide further clarification and set out the implications on the following:

- Why was Hesleyhurst's RJBC contribution currently so high?
- How would future BHPC contributions be calculated? Would the same method of calculating be used or would it possible to negotiate a reduced amount?
- If BHPC agree to withdraw, would it be possible to agree a similar arrangement for cemetery fees to that agreed in the Brinkburn & Longframlington (LPC) JBC disillusionment, whereby LPC had agreed that Brinkburn residents only pay the 'residential fee, in perpetuity? Hesleyhurst residents had been contributing to the RJBC through the precept/council tax for many years and it was felt that some recognition by RPC to this be reflected in any pricing arrangements. Whilst the RJBC were unable to provide 'usage' of the cemetery by Hesleyhurst residents, it was believed that there had been very few, if any Hesleyhurst residents buried in the Rothbury cemetery over the last 10 years.
- When was the RJBC considering the dissolution? This was important as we were now entering into the Budget/Precept setting period of the year. Given there were several outstanding issues to be resolved, it would seem doubtful that an agreement on the way forward could be reached before budgets/precepts were agreed.
- Currently, our representative member on the JBC was one of the four trustees who held ownership of the property of the cemetery. What would be the arrangements for managing the cemetery property on the dissolution of the JBC or the cutting of all ties with the RJBC/cemetery? How would the assets of the cemetery be disbursed?

Clerk to request these matters be discussed at the next meeting of RJBC so that a full response could be received by member PCs.

The BHPC to discuss this matter at the next meeting when it hoped that a resolution could be agreed.

Action: Clerk

11. **Police Update.** None received.

12. **Communication with residents** This matter had been deferred from the last meeting. It was agreed that some form of social event for residents (including children) may be the best way forward. A summer B-B-Q appeared to be the most popular option. It was agreed to discuss the arrangements for this at the following two PC meetings.

13. **Glen Sanderson's, Leader of NCC invitation that either he, or a cabinet member meets with the parish council.** It was agreed to invite Cllr Sanderson to the next meeting in December. Whilst the meeting would give a chance for Glenn and the councillors to share information, members particularly wanted to talk with him about the road subsidence on the B6334 at Todstead, the frequent road closures there and the problems associated with the diversion via the Rothbury Road in Longframlington.

Action: Clerk

14. **Details of the newly co-opted constituency representative for the local parish councils within the Rothbury and Coquetdale constituency on the Northumberland Association of Local Councils County Committee.** Simon Taylor - Chair of Alwinton Parish Council was the new constituency representative.

15. **Longframlington Neighbourhood Plan.** The Regulation 16 consultation (NCCs) consultation had ended. The Independent Examiner was currently undertaking the Examination, and this was hoped to be completed by the end of September. NCC had published all the comments from the Reg 16 consultation on their website, and the Inspector was to allow the Parish Council time to comment on the comments, before she made her recommendations on the Plan. It was hoped to have a completed examiner's report by mid-October.

16. **Any Other Business**

a. Representative on the Wingates Wind Farm Community Fund. MF asked if there was any member who would be willing to replace him on the committee. He had undertaken this role for some years and felt some 'new blood' was required. Members were asked to consider this for the next meeting. Meanwhile MF would remain as BHPC rep.

Action: All

b. Lee farm Woodland. MF suggested the possibility of creating a woodland cemetery in the new plantation. Members were very interested in the idea and agreed that this should be an item for discussion at the next meeting.

Action: All

17. **Items for Next Meeting**

- Meeting with Cllr Glen Sanderson, Leader NCC
- Dissolution of the Rothbury Joint Burial Committee
- Arrangements for Community Event
- Lee Farm Woodland Cemetery

18. **Date of and Venue for Next Meeting.** 7.30 p.m., Tuesday 14th December 2021, Longframlington Memorial Hall

The meeting closed at 8.35 p.m.

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