
Brinkburn and Hesleyhurst Parish Council

MINUTES OF MEETING

Meeting on: 14th January 2020
Meeting at: Longframlington Memorial Hall
Meeting Time: 7.00 p.m.
Present: Steven Bray (SB), Catherine Green, (CG) Lesley Hall (LH), Mark Fenwick (MF), Vincent Milburn (VM), David Owen- Chair (DO), Jackie Scarpa (JS),
In attendance: Clerk: Garth Rhodes

The meeting opened at 7.13 p.m.

1. **Apologies for Absence.** MF
2. **Co-option of Parish Councillors.** Catherine Green (Hesleyhurst ward) and Lesley Hall (Brinkburn Ward) as our new Parish Councillors were formally welcomed and co-opted onto the Council. They would need to complete the Declaration of Interests form for NCC. **Action: CG, LH, Clerk**
3. **Table Any Other Business to be addressed in 16 below:**
The Future of Hesleyhurst
4. **Minutes of Previous Meeting** - The minutes of the meeting held on 17th September 2019 were reviewed, unanimously approved as a true record and signed as such.
5. **Matters arising out of Minutes.** To receive updates on the following matters not appearing elsewhere on the agenda including:
 - a. Letter to residents re:
 - i. Councillor recruitment
 - ii. Recycling information
 - iii. Ragwort
 - iv. Parish Website
 - v. Do not knock doors stickers
 - vi. Tribute to the Fallen

It had been agreed at the last meeting that this letter be sent out to residents. However, as we had been able to recruit two new councillors before sending the letter, members would need to decide whether the other information be sent by letter or be distributed in another way. This matter was left in abeyance.
 - b. Light Pollution from Longframlington. VM to ask David Thompson next time he sees him if he has taken action to reduce the light pollution from his farm. DO to ask MF whether there has been a reduction in light emanating from Longframlington. **Action: VM/DO**
 - c. General Data Protection Regulations (GDPR) Audit. No further action taken to date.
 - d. Dog Bin at Anglers Arms Weldon Bridge. Following a protracted process to gain approval from the County Councillors' small projects budget and arrange installation of the bin, it had now been installed and was to be emptied on a regular basis by NCC. They have informed us that in future, single use dog waste bins will not be supported. General waste/dog bins will be the way forward (as all this waste is incinerated together to produce electricity).
 - e. Parish Webpage usage quarterly report 1st October – 31st December. 32 users. 30 new users. 68 sessions.
 - f. Defibrillator at Embleton Terrace. The BT phone box had been decommissioned, and a notice to that effect should now be in the kiosk. **Action: DO**

The kiosk was now fully transferred to B&H. We had received an up to date quote from the Community Heartbeat Trust and a quote from North East Ambulance Service (NEAS) for the defibrillator. The NEAS quote was considerably less. They had provided some very helpful guidance. The equipment would not need a servicing contract as it self-checks every few days. It was guaranteed for the warranted life of the equipment and parts were replaced free of charge for the 'shelf-life' of the defib. Batteries should last 4/5 years and cheaply replaced through the internet/Amazon. They suggested that at the end of the warranted life we would probably wish to update the defib as the technology for this equipment was moving apace. Nor did we need the expensive mobile equipment. They suggested if we wished to have a mobile, that we purchase a very basic one. NEAS would provide free on-going support and were extremely knowledgeable, approachable and helpful. SB/DO to complete and submit making application for funding to WWFCF to their March meeting. DO also agreed to ask Mike Evans to quote for cleaning the kiosk prior to the defibrillator being installed. **Action: SB/DO**
 - g. Future of Rothbury Community Hospital (RCH). DO reported that a Nurse-in-Charge had now been appointed and it was hopeful that residential care would be operative within the next few months. His concern was the lengthy procedure to assess whether RCH was the appropriate place for individuals.
6. **Correspondence** – The correspondence list had been circulated. Items of importance had been incorporated into the agenda.
7. **Planning**
 - a. Proposal to remove phone box 01665570234, Pauperhaugh. B&H had objected to this application. NCC has also objected and this had been reported to BT.

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8. Finance

a. Receipts, payments and balances since last meeting were approved

Receipts				Payments			
11/09/2019	NCC	Precept Second Half	1986.50	02/10/2019	Longfram PC	JBC budget element	238.00
14/11/2019	BANK ACCOUNT 00379968 CLOSED TRANSFERRED TO NEW ACCOUNT 00000186						
				02/12/2019	Rothbury PC	JBC budget element	246.75
				02/12/2019	Garth Rhodes	Clerk's salary Oct-Dec	273.90
				02/12/2019	Julie Ayre	Grasscutting (Aug - Oct)	140.00
				02/12/2019	Deborah Snaith	Grasscutting (Aug - Oct)	140.00
				05/12/2019	HMRC	PAYE 2019 (Oct- Dec)	64.80
		Total	1986.50			Total	1103.45

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Annual Allocation of Income and Expenditure 2019 to 2020 up to 14 th January 2020			
Opening Bank/Cash On Hand	1803.57		
Precept	3973.00		
Total Precepted Income		5776.57	
Other income			
Interest	0.00		
Donations etc.	0.00		
Empty	0.00		
Capital Receipts	0.00		
General	0.00		
VAT	5.80		
Total Other income		5.80	
Total All Income		5782.37	
Expenditure			
Admin Salary (NET)	791.90		
PAYE	194.20		
Admin expenses	31.06		
Admin General	189.27		
Total Administration Expenditure		-1206.43	
Village Amenities Expenditure			
Insurance	177.88		
Maintenance	92.00		
Playground	715.00		
JBC	969.75		
Capital Spend	0.00		
Total Village Amenities Expenditure		-1954.63	
Grant Expenditure			
Grants given	0.00		
S.137	0.00		
Total Grants Payable		0.00	
Total Other Expenditure		-3161.06	
Net Other Income less Expenditure			2621.31
Total Council Income less Expenditure			2621.31
Total Income		5782.37	
Total Expenditure		-3161.06	
			2621.31

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b. Bank Reconciliation on 14th January 2020 was approved.

				£
Balance per bank statements				2761.31
Less unrepresented cheques	02/12/2019	Julie Ayre		-140.00
Uncredited Deposits				0.00
Total				2621.31
Balance per cash book				2621.31

c. Requests for Funding were noted to be considered at the March meeting

- i. Northumberland Theatre Company (NTC)
- ii. Community Action Northumberland (CAN)
- iii. Great North Air Ambulance Service (GNASS)
- iv. Hospice Care North Northumberland
- v. Northumberland Age UK

d. To agree budget requests for:

- i. Hesleyhurst element of the Rothbury JBC budget. The Rothbury JBC had produced new Terms of Reference (see 12b). They were proposing a new way to calculate the proportionality for the Parish Councils. Each PC was asked to contribute to the budget of the Committee based on Band D Council Tax in direct proportion to the numbers of electors on the electoral register of each parish on the 1st September in each year, figures for financial year 2020-2021 as follows. For Brinkburn & Hesleyhurst they had based their calculation only on the Hesleyhurst electors (11.89%). This is calculated to equate to 0.92% of the total JBC budget. The amount requested from the Rothbury JBC for B&H for 2020/21 was £463.52 The PC agreed to the budget request of £464 (rounded for NCC requirements) to be included in the annual Precept Request.
- ii. Brinkburn element of the Longframlington & Brinkburn (Longfram)JBC budget. A budget of £3000 for 2020/21 was agreed by the Longfram JBC at its last meeting of 4th November, for approval by both parish councils. As no further guidance on proportionality had been received at the time, Graham Fremlin as Chair of Longframlington Parish Council and David Owen, Chair for Brinkburn & Hesleyhurst PC, both indicated that the proportional split for the budget for the two parish councils for 2020/21 should remain as: Brinkburn: 15.87% - £476; Longframlington: 84.13% - £2524. David Francis has confirmed that the method by which apportionment is agreed is the responsibility of the member PCs of a Joint Committee. The proposed budget for 2020/21 had now to be agreed by each PC prior to the submission of their precept request at the end of January. Longframlington PC had agreed this at its meeting of 8th January 2020. The PC agreed the B&H element of the Longfram JBC budget for 2020/21 of £476 to be included in the Precept request.

It was agreed that B&H would request that each Rothbury PC and Longframlington PC provide a set of their respective JBC accounts at the end of each financial year to be used to inform the Annual Governance and Accountability Return.

e. The budget and precept for 2020/21 of £3940.00 was approved:

Budget 2020 to 2021 (CONFIRMED)						
	Actuals to Dec 2019	Est total @ March 2020	Diff	2020/21 DRAFT Budget	Notes*1.9% inflation rate used December 2019 Forecast- source HM Treasury rounded	2020/21 AGREED Budget
Opening Bank/Cash On Hand	1803.57	1803.57	0.00	1659.94		1659.94
Precept	3973.00	3973.00	0.00	3940.00	3000 BH, 940 JBCs	3940.00
Total Precepted Income	5776.57	5776.57	0.00	5599.94		5599.94
Other income						
Interest	0.00	0.00	0.00	0.00		0.00
Donations etc.	0.00	0.00	0.00	0.00	No amount inc. from WWFCF for defib.	0.00
Empty	0.00	0.00	0.00	0.00		0.00
Capital Receipts	0.00	0.00	0.00	0.00		0.00
General	0.00	0.00	0.00	0.00		0.00
VAT	5.80	5.80	10.00	10.00	*	10.00
Total Other income	5.80	5.80	10.00	10.00		10.00
Total All Income	5782.37	5782.37	10.00	5609.94		5609.94
Expenditure						
Admin Salary (NET)	791.90	1055.87	-263.97	1076.00	*	1076.00
PAYE	194.20	258.93	-64.73	264.00	*	264.00

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Admin expenses	31.06	45.00	-13.94	46.00	*	46.00
Admin General	189.27	300.00	-110.73	306.00	*	306.00
Total Administration Expenditure	1206.43	1659.80	-453.37	1692.00		1692.00
Village Amenities Expenditure						
Insurance	177.88	177.88	0.00	181.00	*	181.00
Maintenance	92.00	100.00	-8.00	300.00	Inc £200 bus shelter repairs	300.00
Playground	715.00	715.00	0.00	810.00	Grasscutting quote £760, Rent £50	810.00
Capital Spend	0.00	0.00	0.00	0.00	No amount inc. from WWFCF for defib.	0.00
JBC Budget (Rothbury & L/fram)	969.75	969.75		940.00	Rothbury £464 rounded, Longframlington £479	940.00
Total Village Amenities Expenditure	1954.63	1962.63	-8.00	2231.00		2231.00
Grant Expenditure						
Grants given	0.00	500.00	-500.00	500.00		500.00
S.137	0.00	0.00	0.00	0.00		0.00
Total Grants Payable	0.00	500.00	-500.00	500.00		500.00
Total Other Expenditure	3161.06	4122.43	-961.37	4423.00		4423.00
Total Income less Expenditure	2621.31	1659.94	971.37	1186.94		1186.94
Total Income	5782.37	5782.37		5609.94		5609.94
Total Expenditure	<u>3161.06</u>	<u>4122.43</u>		<u>4423.00</u>		<u>4423.00</u>
	<u>2621.31</u>	<u>1659.94</u>		<u>1186.94</u>		<u>1186.94</u>

Whilst £200.00 was agreed towards the repairs or removal of the Pauperhaugh bus shelter, members were keen to ensure the bus shelter remain in operation if it was found that the bus stop was still being used. It was agreed to investigate costings to bring the bus shelter up to a safe and acceptable standard and to gain data on bus stop usage. **Action: DO/Clerk**

f. Change of Bank Account. The old bank account 00379968 was now closed and the new Business Account 00000186 for Club, Charity & Trusts was opened on 14th November 2019.

g. Quote for mowing playing field 2020. Members were asked to approve the new quotation for grass cutting in the playing field of £760 per annum (£40 per cut). Grasscutting for 2019 was £665. The new quotation was for cutting approximately every 10 days to keep the grass down to a playable height: x2 per month April & October, 3x per month May to September. The contractors were also happy to provide quotes for other maintenance work on the playing field. As the quotation was over £500 (the limit set before three quotations were required) and it was questionable whether the field needed cutting so frequently, it was not possible to come to an agreement at the meeting. DO agreed to follow this up and report back at the next meeting. **Action: DO**

9. Highways

a. Highways and Footpaths Report

i. Condition of paths over farmers' land. The meeting with the Footpaths Officer had been agreed, a date for this meeting yet to be set. The sign at Sunnyside was to be fixed. Signs on the road to Lordenshaw were to be re-instated by the National Park. DO commended those volunteers who continued to carry out litter picking. Members were asked to identify areas where litter was a concern for future targeted litter picking. **Action: ALL**

b. Report on issues raised with Highways Department

i. Road between Crook Crossing and Lee Ford. Graham Bucknall, Highways (Northern), NCC had informed the Clerk that the worst potholes should be repaired by the end of January if not done so already.

ii. Repairs to highway Lee Ford to Longhorsley Martin King Highways (Castle Morpeth) had informed the Clerk in September that they were currently undertaking a Highways Inspection of the area and all works which met current intervention would be programmed for repairs. Unfortunately, they did not have any plans to resurface this section of road at that time. However, he forwarded our request on to the Highways Asset Management Team for consideration. Clerk has asked on two occasions for an update without any response.

iii. Guard wire at the Lee ford on the Forest Burn. The guard wire at the Lee ford on the Forest Burn had been damaged and was now lying in the stream. This had been inspected in the last week by NCC Bridges team. The repair was scheduled for to be carried out within the next two weeks.

iv. The members were concerned about the number of serious potholes between Brinkburn & Rothbury. **Action: Clerk**

10. Wingates Wind Farm Community Fund (WWFCF)

a. Defibrillator funding application. See 5f. above

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- b. Upgrade of land at South West corner of crossroads above Embleton Terrace. JS has spoken to Francis Povey (FP), Green Spaces officer at NCC, about our ideas to develop this area into an environmentally sound recreational area. She was somewhat suspicious of our intentions. JS to follow this up with FP prior to further work on producing a plan and funding application to WWFCF. **Action: JS**
- 11. Coquedale Cluster Meeting**
- a. Report from last meeting. There had been no meeting since the last B&H PC meeting
- b. Items for next Cluster Meeting Agenda:
- To gain a joint understanding on the new Rothbury JBC Constitution and Finances
 - To consider appropriate action for the improvement of the B6344 between Weldon Bridge, Rothbury and beyond and in particular the section between Todstead & Weldon Bridge. **Action: Clerk**
- 12. Joint Burial Committee Reports.** Discussion focussed on issues to do with financial and constitutional issues
- a. **Longframlington.** The issue of the JBC accounting procedures and the requirement from the auditors that the accounts be proportionally split between the constituent parishes had been held in abeyance until further guidance has been received from David Francis and Stephen Ricketts (NALC). David intends to challenge the JPAG over their 'Proper Practices' requirements, which he feels they have so far failed to justify. The Longframlington PC (LPC) had discussed the JBC accounting issues at some length. One idea that was suggested, which was looked on favourably by LPC members, was to dissolve the JBC, given that there had not been a Brinkburn burial in the cemetery for several years. This would then resolve the accountancy issue (for the future but possibly not for the current year). It was thought that in return there could be some sort of arrangement, whereby residents from Brinkburn could enjoy the same benefits for burial fees and the like as those of Longfram residents. The issue of how we deal with land ownership and assets was raised but there was no understanding of how to deal with this. The LPC have asked NALC for further guidance on this matter.
- b. **Rothbury including revised Constitution.** Rothbury JBC had approved a new Constitution which included new accounting procedures and a new way to allocate the proportional split of the budget for each Parish (to be included in their Parish Precept). The new Constitution also transferred ownership of property from member parishes to four trustees. There was some concern that due process as laid down in the provisions of the 1972 Local Government Act, which required constituent PC members of a JBC to agree on these matters prior to them being implemented by the JBC, had not been followed. This was not a criticism of the JBC or Rothbury PC but was indicative of the present confusion surrounding these issues. It was agreed that B&H set up a meeting between the Chairs and Clerks of the Rothbury and B&H PCs to gain a mutual understanding and agree a way forward. **Action: DO/Clerk**
- 13. Northumberland Local Plan Examination – Chapter 13 (Managing Natural Resources).** The public hearing sessions for Chapter 13 which deals with the minerals, waste and renewable and low carbon energy aspects of the plan, to be held at Morpeth Town Hall, Market Place, Morpeth, Northumberland, NE61 1LZ on the following dates and times:
- Wednesday 5 February 2020 - 10am to 12.30pm and 1.30pm to 5pm; and
 - Thursday 6 February 2020 - 10am to 1pm and 2pm to 5pm.
- 14. Briefing on Library Consultation for Town and Parish Councillors.** NCC were to embark on a public and on-line consultation (www.surveymonkey.co.uk/NCCLibraryConsultation) on the future of the library service (inc. mobile library) in Northumberland. A series of drop-in information sessions at libraries are scheduled including:
- Morpeth: 20th Jan 2-6
 - Rothbury 30th Jan 2-5
- DO expressed the importance of maintaining the mobile library service and encouraged members to attend and/or complete the on-line consultation. DO agreed to attend the consultation on behalf of the PC. **Action: DO/ALL**
- 15. Request to support campaign for the Local Electricity Bill.** The PC had been asked to join 27 Parish, Town and Community Councils that had already resolved to support the Local Electricity Bill. The Bill, if made law, would empower local communities to sell locally generated clean energy directly to local customers by establishing a statutory Right to Local Supply. This was currently impossible because of the huge setup and running costs involved in doing so. The members agreed in principle to this proposal but requested further information before making a definitive decision. **Action: Clerk**
- 16. Any Other Business.**
- The future of Hesleyhurst.** VM asked the members to consider whether the current amalgamation of Brinkburn & Hesleyhurst was the most appropriate way to operate. In some ways it would be better for Hesleyhurst to be linked with a PC within the National Park and the Rothbury JBC; Whitton & Tosson probably being the most suitable. It was agreed that it would be important to gain the views of residents particularly those from Hesleyhurst before taking this matter further. VM agreed to do this for the next meeting. Also, that we would need to investigate how we do this constitutionally. **Action: VM/Clerk**
- 17. Items for Next Meeting.**
- a. Annual General Meeting Tuesday 12th May 2020 at 7.00 p.m. in Longframlington Memorial Hall
- 18. Date of Next Meeting. Tuesday 10th March 2020 at 7.00 p.m. in Longframlington Memorial Hall**

The meeting closed at 9.02 p.m.

Garth Rhodes
Clerk

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