

Acklington Parish Council Agenda

Clerk: Clair Lewis
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Felton
Northumberland
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To Members of Acklington Parish Council

You are hereby summoned to attend a Meeting of Acklington Parish Council on Tuesday 28 May 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. Election of Chairman

To elect a Chairman. Chairman to sign Declaration of Acceptance, to be received by the Council

2. Election of Vice Chairman

To elect a Vice Chairman. Vice Chairman to sign Declaration of Acceptance, to be received by the Council

3. Apologies for absence

To approve any apologies for absence

4. Disclosure of Interests

To disclose any interests in items on the Agenda and the granting of any dispensations

5. Minutes of previous meeting

To approve as a correct record the minutes of the Ordinary Meetings of the Council held on 5 March 2024 (Pages 4-6)

6. Appointment of Members to Groups and as Representatives to other organisations

- a. To appoint members to Footpaths Working Group
- b. To appoint members to Neighbourhood Plan Steering Group
- c. To appoint Village Hall representative

7. Confirmation of arrangements for Insurance Cover

To approve payment of insurance premium to Zurich at £781.27

8. Time and Place of Ordinary Meetings of the Council

To determine the time and place of ordinary meetings of the Council as follows:

2 July 2024, 3 September 2024, 5 November 2024, 7 January 2025, 4 March 2025, 6 May 2025

Meetings to be held in Acklington Village Hall at 7:00pm unless otherwise specified on the meeting agenda

9. Standing Item – Report from County Councillor

To receive a report from County Councillor Watson

10. 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>

23/03583/FUL	Land West of Barnhill Farm Cottages – Construction of district heating plant room (93m ²), electricity meter room (11m ²), 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 ²) to 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.	Permitted
23/03532/FUL	Land South of Magnolia Cottage, Guyzance Village – Construction of 2no. 3 bedroom detached houses	Refused
23/03608/VARY CO	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	Withdrawn
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.	Withdrawn
24/00014/LBC	11 Bank House Farm – Insertion of 1no window to ground floor east gable wall	Refused
24/00350/LBC	18 The Village – Installation of underground low pressure gas pipe terminating at house front in semi submerged gas meter box	Permitted
Pre-planning	Acklington Station Wood – Proposed installation of telecoms apparatus	Awaiting Planning application
24/00754/LBC	8 Guyzance Village – Repointing on Grade II Listed cottage and replacement of cementitious mortar with lime. Removal of cement render on internal wall coverings	Awaiting decision
24/01016/FUL	Land West of Boat House, Guyzance Hall Estate – Conversion of agricultural building to permanent residential use (Use Class C3) and possible holiday let	Awaiting decision

11. Annual Governance and Accountability Return for the Year Ended 31 March 2024

- a. To consider and agree any actions arising from the Internal Auditor’s Report
- b. To approve the Annual Governance Statement
- c. To approve the draft annual accounts for the Year Ended 31 March 2024
- d. To approve the Accounting Statement and Explanation of Variances
- e. To confirm and approve the Certification of Exemption

12. Finance:

- a. To receive Financial Summary and bank reconciliation to 21 May 2024 (Page 8)
- b. To authorise payments

Supplier	Reason	Amount
S Malone – reimbursement	Footpaths Working Group	£69.18
Acklington Village Hall 350, 372	Room Hire	£45.00
L Hamlin	Audit	£80.00
NALC	Subscriptions/Website	£242.49
Zurich	Insurance	£781.27
Robson & Cowan	Footpaths Working Group	£163.24

- c. To note receipts

Date	Source	Reason	Amount
9/4/24	Lloyds	Interest	£12.62
10/4/24	NCC	Precept	£5,430.00
9/5/24	Lloyds	Interest	£13.07

- d. To resolve:

- i. to issue a Business Debit Card to Cllr Sean Malone for the purposes of defraying Footpaths Working Group expenditure as it arises
- ii. (if so resolved) to pass a resolution in the wording set out at Page 7, as copied from the Lloyds Bank Business Debit Card application form
- iii. to set up a distinct Footpaths Working Group account to be used in conjunction with the Business Debit Card to act as a limit on the withdrawal of funds and therefore to reduce any risk associated with the issuing of a debit card

13. Personnel Committee

To appoint Personnel Committee, to have delegated authority to review and shortlist applications, interview and appoint to fill the role of Clerk and Responsible Financial Officer

14. Footpath Working Party Update

To receive an update from the Footpath Working Party

15. Neighbourhood Plan

To receive update from the Neighbourhood Plan Steering Group and to agree any actions

16. Ongoing Matters

To receive update and to agree actions on:

- a. Bins
- b. Airfield Memorial

17. Items for Next Agenda

18. Date of Next Meeting

Tuesday 2 July 2024 at 7:00pm, Acklington Village Hall

Minutes

The minutes of the Meeting of Acklington Parish Council held on 7.00pm on 5 March 2024 at Acklington Village Hall.

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

Open Session

A resident from Southfields attended to raise concerns about the state of the roads and pavements in the estate, which remain unfinished following the completion of the building work in April 2023. Residents have spoken to Serco, which responded that it is waiting for confirmation and funding from the developer, Buchanan Estates. The roads and pavements have been marked up by NCC for dropped kerbs but no action has been taken by the developer. The resident asked the Parish Council if it could offer any help. The Parish Council noted that the roads and pavements will not be adopted by NCC until they are of the approved standard and have been at that standard for 12 months. The Parish Council noted that the developer is not required to have the roads and pavements adopted by NCC but if they chose not to go for adoption, the developer remains responsible for maintaining the surfaces. County Cllr Watson will contact NCC Highways and Planning departments on behalf of the resident.

2022/91 Apologies for Absence

Cllr Craig. Cllr Barras has tendered his resignation from the Council. Cllr Newton has thanked Cllr Barras for his service and efforts over his 18 years as a councillor.

2022/92 Disclosure of Interests

None.

2022/93 Minutes of Previous Meeting

RESOLVED that the minutes of the Meeting of the Council held on 9 January 2024 were agreed as a true record. Minutes will be circulated more quickly following meetings.

2022/94 Report from County Councillor

- a. County Cllr Watson has received the quote for gateways procured for the Parish Council by NCC Highways. County Cllr Watson has agreed to pay for these to the value of £4,600 from his Members Small Schemes Budget.
 - b. NCC has included £150,000 in the budget to restore the damage to the road at Guyzance Mill.
 - c. NCC has allocated £20,000 for resurfacing the road in the Morwick Farm area. The Parish Council noted current damage to the verges in the same area which it understands is due to cabling trenches.
 - d. County Cllr Watson will find out the status of the pending Barn Hill applications.
- [County Cllr Watson left the meeting.]

2022/95 Planning

No issues discussed.

2022/96 School Field

Cllr Newton wrote to the Duke of Northumberland as agreed at the last meeting to ask if he would consider transferring the School Field to the Parish Council. This request was declined as Northumberland Estates has a planning appeal in process.

RESOLVED to submit an objection to the planning appeal reiterating the concerns held by the Parish Council and referring to the Draft Neighbourhood Plan.

2022/97 Village Gateways

Cllr Shanks queried the amount to be contributed by County Cllr Watson as the quote Cllr Shanks has seen was higher than £4,600. The Clerk will email County Cllr Watson to check the figures.

2022/98 Finance

- a. The financial summary, bank reconciliation and budget monitoring to 28 February 2024 was received. The Parish Council noted that there are funds still left in the grass cutting budget. The Parish Council noted that the Clerks salary is over budget; this is due to the timing of salary payments for last year being paid at the start of this financial year. Payments for the Play Area include materials for repairs and the safety inspection.
- b. **RESOLVED** to authorise the following payments.

Supplier	Reason	Amount	Payment Ref
Acklington Village Hall	Room Hire/Neighbourhood Plan	£45.00	23/24.33
S Malone – reimbursement	Donations	£86.40	23/24.34
Robson & Cowan	Footpaths Working Group	£199.63	
C Lewis/HMRC	Salary (Feb/Mar)	£202.76	23/24.38 23/24.39
Robson & Cowan	Footpaths Working Group	£211.58	23/24.36
Ludman Planning Ltd	Neighbourhood Plan – Locality Grant	£4,950.00	23/24.37

- c. The following receipts were noted.

Date	Payee	Reason	Amount
9/1/24	Lloyds	Interest	£12.58
9/2/24	Lloyds	Interest	£13.46

- d. The Parish Council discussed obtaining a bank card for Cllr Malone, to be used to defray Footpaths Working Group expenses as these arise, rather than his paying for these personally and then reclaiming them.

RESOLVED to order a business debit card for Cllr Malone for Footpaths Expenses, to be limited to the amount in the Footpaths Working Group budget, either by way of limit on the card or by opening a second account for these funds.

- e. **RESOLVED** to appoint Lisa Hamlin as internal auditor for the financial year 2023-24.

2022/99 Neighbourhood Plan

The Neighbourhood Plan Steering Group has met to review the comments received during the Regulation 14 consultation. A consultation paper has been prepared by the Planning Consultant and was approved by the Steering Group, and changes have been made to the Plan in response to comments submitted. The Parish Council noted this and discussed the process by which the Plan will now be submitted to NCC for a further period of consultation, after which the Plan will be submitted for independent examination. The Parish Council heard about the process which the Steering Group has followed for the preparation of the Plan, the consultation period, and the incorporation of changes following review by NCC and the Regulation 14 consultation. The Parish Council noted that the Steering Group has been supported by the planning consultant throughout and has followed advice from Mr Naples (NCC) on content and process.

RESOLVED to submit the Neighbourhood Plan to NCC as finalised by the Steering Group [Cllrs Ingleby and Mezza abstaining].

2022/100 Update on Visit to HMP Acklington

Cllrs Ingleby and Thorpe attended HMP Acklington and were given a tour of the workshops, including metal working and horticulture. Cllr Ingleby will contact the Gardens Manager to discuss plants for the village. The Airfield Memorial was discussed and the roundabout outside the prison gates was identified as a suitable location. The Parish Council discussed whether it might be better to locate the memorial at the road junction so that it could be seen by those driving past.

RESOLVED to submit the road junction as a location to the Airfields of Britain Conservation Trust.

2022/101 Footpaths Working Group Update

- a. Mowing will start on Saturday 16th March despite the waterlogged ground conditions. The machines have been serviced and are ready to go.
- b. NCC Footpaths Officer Adam Musk visited Acklington in January and was impressed by the scope and scale of the project. Adam has offered his assistance, starting with helping to repair the footpath bridges on Footpaths 7, 15 and 20.
- c. Brushcutter training is needed for volunteers and Cllr Malone will obtain a quote for this from the Borders Training Group (LANTRA approved provider).

2022/102 Bins

The Parish Council discussed where the new bins are to be installed. The Clerk will send locations to NCC.

2022/103 Items for the Next Agenda

To be sent to the Clerk in advance.

2022/104 Date of Next Meeting

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

The Chairman closed the meeting at 8:52pm.

Application for Business Debit Card

“It was resolved:

1 That the Organisation apply to Lloyds Bank plc or Lloyds Bank Corporate Markets plc (as appropriate) (“the Bank”) for the issue of Business Debit Cards to authorised users as determined by the Business from time to time. The cards to be subject to the Business Debit Card Terms and Conditions, a copy of which was produced to the meeting and approved.

2 That any two members from time to time be authorised to request the Bank to issue Business Debit Cards to certain authorised users and be authorised to sign the application form and any other relevant documentation on behalf of the Organisation.

3 That the Bank is authorised to debit the Organisation’s account number that is specified in the application form for the Business Debit Cards with all transactions effected under such Business Debit Cards together with any interest thereon and with any fees for the issue and renewal of such Business Debit Cards and that the Organisation will be responsible for any overdraft so created with interest.

4 The Organisation acknowledges that the authorised users will be able to access information about the Organisation’s account when using a Business Debit Cards at an ATM, and consents to this disclosure.

5 These resolutions will be governed by and construed in accordance with the law of the country in which our accounts with the Bank are held.

6 We certify that the foregoing resolutions have been duly entered in the minute book and are in accordance with the Rules of the Organisation.”

Bank Reconciliation and Budget Monitoring

ACKLINGTON PARISH COUNCIL					
Financial Position at 21 May 2024					
BALANCE b/f at 1 April 2024			17,021.85		
RECEIPTS		Budget	Income YTD		
VAT Refunds		250.00	-		
Precept		10,860.00	5,430.00		
Interest received		50.00	25.69		
Donations		-	-		
Neighbourhood Plan			-		
Jubilee Fund			-		
Footpath Warden Scheme			-		
Miscellaneous		-	-		
		11,160.00	5,455.69		
PAYMENTS	Reserves (1/4/24)	Budget Allocation	Other Income/ Transfers	Expenditure YTD	Current balance
Clerk's Salary		1,500.00		-	1,500.00
Clerk's Expenses		50.00		-	50.00
Room Hire		180.00		105.00	
Stationery		50.00		-	50.00
Insurance		900.00		-	900.00
Audit Fees		100.00		-	100.00
Subscriptions/Training		300.00		167.49	132.51
IT Costs		80.00		75.00	5.00
Street Furniture	-	1,000.00		-	1,000.00
Landscaping/Grass Cutting	1,552.00	500.00		-	2,052.00
Play Area	11,328.58	1,000.00		-	12,328.58
Footpath Warden Scheme	199.63	1,800.00		193.68	1,805.95
Flower Planters	395.24	250.00		-	645.24
Community Defibrillator	434.10	-		-	434.10
Neighbourhood Plan	-	500.00		-	500.00
Neighbourhood Plan - Locality Grant	-	-		-	-
Miscellaneous		-		-	-
Donations		1,200.00		-	1,200.00
Recoverable VAT		250.00		38.74	211.26
Election Costs	331.80	-		-	331.80
Jubilee Fund	390.96	-		-	390.96
VAS		-		-	-
	14,632.31	9,660.00	-	579.91	23,637.40
General Reserves	2,389.54	1,500.00	- 5,704.31	-	1,814.77
BALANCE C/F				21,897.63	
BANK RECONCILIATION					
Balance per bank statements as at 21 May 2024					
Lloyds Treasurers Account				9,651.00	
Lloyds Business Bank Instant Account				12,246.63	
less uncleared BACS payments				-	
				21,897.63	-