

A Meeting of the Brinkburn & Hesleyhurst Parish Council will be held on  
Tuesday 12<sup>th</sup> May 2026 at 7.30 p.m.  
In the Memorial Hall, Rothbury Road, Longframlington

## AGENDA

- 1) **Apologies for Absence.** Notification from councillors who are absent from this meeting.
- 2) **Table Urgent Business to be discussed in 19 below.** Only urgent items councillors have become aware of since the publication of the agenda will be discussed at the end of the meeting.
- 3) **Declaration of Interests.** Declaration from councillors of a personal interest they may have in any matters on the agenda.
- 4) **Gifts and Hospitality.** Declaration from councillors if any received.
- 5) **County Councillors Report.** To receive a report from the County Councillor.
- 6) **Minutes of Previous Meeting .** To approve the minutes of the meeting held **10<sup>th</sup> March 2026.**
- 7) **Matters arising out of Minutes.** To receive updates on matters not appearing elsewhere on the agenda including:
  - a) Update on the Wildlife Trust purchase of the Rothbury Estate.
  - b) Quality of DAB reception in the Coquet Valley.
  - c) David Smith (DS) MP: Letters to Boundaries Commissions.
  - d) Bus Stop Sign New Houses B6344 Crossroads X14 Service.
  - e) Hedging in the Playground.
  - f) Libraries Consultation 2026
  - g) Sycamore Gap Saplings
  - h) Rothbury Town of Culture 2028 Expression of Interest
- 8) **Police Update.** To receive a report from the Community Police.
- 9) **Finance.**
  - a) Notification of receipts in the months of April including VAT Return 2025-26.
  - b) Approval of Clerk's salary, expenses, PAYE & NI and approval of Other Payments.
  - c) Requests for donations.
  - d) Bank Reconciliation.
  - e) To consider the 2026/27 Insurance renewal.
  - f) To consider making a proportional contribution to the Clerk's membership of the SLCC.
  - g) To receive the Internal Auditor's Report 2025/26.
  - h) Annual Governance and Accountability Return (AGAR) for 2025/26:
    - i) To consider and agree any actions arising from the AGAR report of the internal auditor;
    - ii) To approve and sign the Statement of Control 2025/26;
    - iii) To approve and sign the Certificate of Exemption 2025/26
    - iv) To approve and sign Sections 1 - Annual Governance Statement;
    - v) To approve and sign Section 2 - Accounting Statement
    - vi) To approve the Explanation of Variances, End of Year Bank Reconciliation to be submitted with AGAR;
    - vii) To agree the period for the exercise of public rights.
- 10) **Action Plan: May – June 2026.** To address regular duties, prioritize initiatives, allocate resources, and track progress towards important goals not appearing elsewhere on the agenda.
  - a) Prepare Accounts Bank Reconciliation Agenda and Minutes for Meetings
  - b) Consider and Process Planning applications
  - c) Annual General Meeting. Elect chair/Vice Chair
  - d) Agree roles and responsibilities for clerk and councillors – Define who will be responsible for which areas of council business
  - e) Review the Action Plan
  - f) Role of Clerk - Review hourly rate as per contract of employment and performance as and when details of new rates are published by NALC or annually from last rates change until new rates are published.
  - g) Playground – Inspect condition and record equipment.
  - h) Parish Inspection – check hedges, trees and weeds for report to NCC
- 11) **Planning.**
  - a) To note and discuss any planning issues since previous meeting.
  - b) Planning Reform, NCC Local Plan and Neighbourhood Plan for BHCP
- 12) **Highways.**
  - a) Highways and Footpaths Report.
  - b) Report on any issues raised/ to raise with NCC Highways.
    - i) Road conditions between the Lee and Todd Burn, (particularly between the Gusset & Embleton Terrace Crossroads, around Magin Burn and Todd Burn) and also between Forest Burn and the Lee Siding (particularly at Suers' Hill)
- 13) **Wingates Wind Farm Community Fund.**
  - a) Report.
  - b) Notice boards at Todsteads & Weldon Bridge application.
- 14) **Climate Change & Biodiversity Committee Report.** To receive a report from the Committee
- 15) **Emergency Planning including:**
  - a) 9th June Flood Plan exercise.
  - b) Check and oil flood warning signs.

- c) Test emergency two- way radios.
- d) Defibrillator status
- 16) Coquetdale Cluster Meeting.**
  - a) Items to discuss from the latest Cluster Meeting.
  - b) Items for next Cluster Meeting Agenda.
- 17) Cemetery & Joint Burial Committee Reports.**
  - a) Longframlington Cemetery.
  - b) Rothbury JBC.
- 18) Brinkburn Parish Councillor Vacancy**
- 19) Information Governance – Email and Online Records:** To seek approval to engage specialist IT support to assist with retention-based rationalisation of the Council’s email and online documentation, in line with the Council’s adopted Retention & Disposal Policy and its obligations under UK GDPR and Freedom of Information.
- 20) Sewage Treatment Arrangements Serving Embleton Terrace**
- 21) Agree Dates of Meetings for the Forthcoming Year**
- 22) Any Urgent Business.**
- 23) Items for Next Meeting.**
- 24) Proposed Date of Next Meeting: Tuesday 13<sup>th</sup> July 2026 at 7.30 p.m. in the Memorial Hall, Rothbury Road, Longframlington.**

**Public questions must be submitted to the Clerk at least 48 hours in advance of the meeting.**

Garth Rhodes, Clerk, 5 Wardle Terrace, Longframlington, NE65 8AB, Tel: 01665 570347, Email: [Clerk@Brinkburn-pc.gov.uk](mailto:Clerk@Brinkburn-pc.gov.uk)