

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 a meeting of Acklington Parish Council on Monday 12 July at 7:00pm for the purpose of transacting the following business.

The Meeting will be held in Acklington Village Hall. Please note the following safety precautions which must be adhered to by councillors and attendees, due to the Covid-19 pandemic:

1. You **must not attend** if you or anyone in your household, or social or childcare bubble has Covid-19 symptoms.
2. **Social distancing** must be adhered to at all times. Please take particular care to keep your distance from others while waiting to enter and exit the Hall and in the entry and exit vestibules. You may need to queue. Should you need to use the toilet facilities while at the Hall, you must wait until the suite of toilets is empty before entering. You must **wear a mask** at all times while in the Hall unless you are exempt.
3. On Arrival, you must **provide your track and trace details**. A sign in sheet will be provided for this purpose by the Parish Clerk, just inside the Main Hall. The completed sheet will be held by the Parish Clerk in accordance with regulations and then permanently deleted.
4. After signing in, please **make your way directly to your seat and remain seated** unless you are leaving the Hall or you are accessing the toilet facilities. Your chair must remain at the required 2m distance from all other users, except those in your own household, or social or childcare bubble.

Please note that restrictions on numbers may be necessary in compliance with Covid-19 restrictions and the need for attendees to be socially distanced. The Parish Council will admit public and press on a first come first serve basis.

C Lewis
Parish Clerk & Responsible Financial Officer

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 Ordinary Meeting of the Council held 18 May 2021 (pages 4-7)

4 Standing Item – Report from County Councillor

To receive a report from County Councillor Watson

5 Review of Standing Orders, Financial Regulations, Other Policies and Terms of Reference

To receive update from the Clerk on review of policies and terms of reference

6 Finance:

a) Financial Summary at 30 June 2021 Treasurers Account £5,832.68, Business Bank Instant £12,068.37

b) To note receipt of bank reconciliation and budget monitoring at 30 June 2021 (pages 7 and 8)

c) To authorise payments

Date	Supplier	Reason	Amount
To be paid	Acklington Village Hall	Donations	£700.00
To be paid	HMRC – PAYE	Clerk's Salary	£45.80
To be paid	Zurich	Insurance	£257.60
To be paid	ROSPA	Play Area	£100.00

d) To note receipts

Date	Source	Reason	Amount
9/6/21	Lloyds	Interest	£0.10

e) Update on changes to the bank mandate

7 Planning

To consider any planning matters in circulation, to include:

21/02287/FUL – Land South of Waterside Cottage, Guyzance – Convert and extend redundant Cow Byre to residential use (C3) for holiday let.

18/00560/OUT - Outline Permission with Layout: Development of 21 dwellings (4 affordable) - Amended 04/04/18 | Land North West Of Acklington Drive Acklington Northumberland – HWG1 Construction – Transport Method Statement and Reserved Matters Application

8 Footpath Working Party Update

To receive an update from the Footpath Working Party (Page 9)

9 Neighbourhood Plan

To receive update on leaflets and to decide arrangements for distribution

10 Playground Equipment

To discuss condition of playground equipment, to consider public consultation on improvements and to discuss funding – deferred from last meeting.

11 Acklington Village Well/Water Pump

To discuss condition and ownership of the Well/Water Pump with a view to a possible restoration project.

12 War Memorial – RAF Acklington

To discuss a new memorial to RAF Acklington, for example a tree or plaque, in an area which would be publicly accessible as the current memorial is sited within the prison grounds

ITEM 3 DRAFT MINUTES

The minutes of the Annual Meeting of Acklington Parish Council held on 7.00pm on 18 May 2021 via Zoom.

PRESENT: Cllrs J Newton (Chair), D Barras, L Craig, S Ingleby, S Malone, T Mezza, S Thorpe, J Whiteley and the Parish Clerk Mrs C Lewis.

Also, present County Councillor J Watson

001/21 Election of Chairman

RESOLVED to elect Cllr Newton as Chairman. Cllr Newton signed a declaration of acceptance.

002/21 Election of Vice Chairman

RESOLVED to elect Cllr Ingleby as Vice Chairman. Cllr Ingleby signed a declaration of acceptance of office.

003/21 Declarations of Acceptance of Office

Declarations of Acceptance of Office were received from all councillors.

004/21 Apologies for Absence

None received.

005/21 Disclosure of Interests

None received.

006/21 Co-option of Councillors

There are two vacancies. The Clerk will put up a suitable notice in the noticeboard. A notice can be included in the next edition of the Pelican. Councillors will take opportunities to mention the vacancies to anyone who may be interested.

007/21 Minutes of Previous Meeting

RESOLVED that the minutes of the Ordinary Meeting of the Council held 2 March 2021 were agreed as a true record.

008/21 Appointment of Members to Footpaths Working Group

RESOLVED to appoint Cllrs Ingleby, Malone, Newton and Thorpe to the Footpaths Working Group. Cllr Mezza will be added to the mailing list and agreed to help as needed. Community members will be invited to continue as members.

009/21 Review of Standing Orders, Financial Regulations, Other Policies and Terms of Reference

RESOLVED that the Clerk will prepare a list of all policies and terms of reference with a schedule for review for the July Meeting.

010/21 Deferral of Remaining Items of Business from Standing Order 5j

RESOLVED to defer the items as proposed, with the exception of insurance cover which is to be reviewed earlier.

011/21 Time and Place of Ordinary Meetings of the Council

RESOLVED that the ordinary meetings of the Council will take place on the following dates. All meetings to be held at 7:00pm at Acklington Village Hall unless otherwise specified on the meeting agenda.

6 July 2021

7 September 2021

2 November 2021

4 January 2022

1 March 2022

3 May 2022

012/21 Report from County Cllr Watson

The speed sign at North Broomhill is not working properly. Under normal circumstances the Parish Council would need to contact the company under the warranty but County Cllr Watson has insisted NCC contact the suppliers as it is so recently installed. The suppliers have visited and apparently fixed it but County Cllr Watson is not sure that it is working. Cllrs will check when passing if it appears to be correct.

A group of residents have contacted County Cllr Watson to report that the speed sign is not having any effect and cars are still speeding along that section of road. They would like a traffic calming chicane to be installed. County Cllr Watson has agreed to carry out a speed survey using a speed line on the road. This is being funded from his discretionary pot. It was noted by the Parish Council that there have been more speed checks in and around the parish in the last few months and that this should have a positive impact. The Parish Council also noted that the chicanes at West Thirston (outside of the parish) were not well marked and lacked warning signs, and as a result were dangerous. The Parish Council also wondered whether any of the residents at North Broomhill would be interested in joining the Parish Council.

The official response is awaited on the planning application for Barnhill Farm at Guyzance. County Cllr Watson stated that it didn't appear permission would be granted and that it would be unusual for the officer's recommendation to be overturned if the applicant insisted on having the application heard at area council.

The money for the Village Hall (£3,700) is going through.

013/21 Annual Governance and Accountability Return for the Year Ended 31 March 2021

a) The Internal Auditor's Report was received and considered. The Parish Council discussed the level of insurance cover and recalled that a decision was taken a number of years ago not to insure certain items but instead to establish a pot of funds to cover replacement costs.

RESOLVED to review the list of insured items and compare this to the asset register.

b) **RESOLVED** to approve the Annual Governance Statement.

c) **RESOLVED** to approve the draft Annual Accounts for the Year Ended 31 March 2021.

d) **RESOLVED** to approve the Accounting Statement and Explanation of Variances.

e) **RESOLVED** to confirm and approve the Certification of Exemption.

f) **RESOLVED** to agree the period for the exercise of public rights as 14 June to 23 July (inclusive).

014/21 Finance

a) The financial summary to 12 May 2021 was noted.

b) The bank reconciliation and budget monitoring to 12 May 2021 were received and noted.

c) **RESOLVED** to authorise the following payments.

Cheque number	Supplier	Reason	Amount
587	NALC	Subscription Fees	£210.84
588	E Brown	Salary and Expenses	£191.34
589	J.A. Ainsworth	Audit Services	£100.00

d) The following receipts were noted.

Date	Payee	Reason	Amount
09/04/2021	NCC	Precept	£4,000.00
09/04/2021	Lloyds	Interest	£0.10
05/05/2021	HMRC	VAT Refund	£1,135.38

10/05/2021	Lloyds	Interest	£0.10
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e) **RESOLVED** to appoint Cllrs Barras, Ingleby and Thorpe as additional signatories to the bank mandate.

015/21 Planning

No matters to consider.

016/21 Footpath Working Party Update

The Footpath Working Party has been ‘furloughed’ for a year due to the Covid-19 pandemic restrictions. With the easing of restrictions, the working party is able to begin work. Brush Cutter training is scheduled for Saturday 22 May and six volunteers are registered for this. The brush cutters have been purchased through County Cllr’s Watson’s discretionary fund and will be used to clear footpaths and bridleways. The training supplier has had to be changed to Borders Training at an additional cost of £180. The wooden posts for the new permissive path have arrived and will be painted. A date for installation will be set at the training on 22 May. A new register of horse owners has been collated, to facilitate working together to protect footpaths and bridleways, particularly on Byways Open to All Traffic. The main concern apparent from early discussions with horse owners is the speed of passing cars.

RESOLVED to authorise the additional cost for the brush cutter training provider.

017/21 Planter and Waste Bin on Acklington Road, towards Broomhill

The Parish Council discussed the wagon planter and positions of waste bins along Acklington Road. A request from a resident to install a flower bed at the church in Togston could not be considered as the proposed location is outside of the parish. Cllr Newton will pot up the wagon planter. The Clerk will ask NCC if an additional waste bin would be emptied free of charge and will obtain prices.

018/21 Noticeboard

- a) The Clerk has found a key to the locked side of the Parish Council noticeboard and is now able to access this.
- b) The Parish Council discussed acceptable use of the public side of the Parish Council noticeboard. **RESOLVED** that the middle section will be used by the Footpaths Working Party and the right hand side will be made available for public use. The Clerk will put up appropriate notices, including that the Parish Council reserves the right to remove irrelevant or out of date material. Cllr Thorpe will curate the board.
- c) The new noticeboard needs to be installed at the Village Hall, at a right angle to the road. The Clerk will contact Eddie Critchlow, the chairman of the village hall committee, to arrange this. The noticeboard at the former sub Post Office is in a very poor state and will be removed once the new noticeboard is in place.

019/21 Neighbourhood Plan Fly Tipping Issues

Cllrs Craig, Ingleby and Mezza have prepared a short leaflet on the Neighbourhood Plan. The leaflet will include a link to a survey. A few minor amendments were suggested to the text.

The Parish Council discussed the practicalities and logistics of delivering leaflets in the parish. It was noted that when the previous parish survey was carried out, the best results were obtained by knocking on doors with the survey and directly engaging the residents in conversation. However, Covid-19 measures make this less straightforward. The team would like to move forward with expediency. Cllr Malone will see if he can find a copy of the distribution plan which was drawn up for the Covid-19 leaflet. The Parish Council considered whether any inducement could be offered for completing the survey, for example a prize draw.

The Parish Council noted that community engagement is crucial to the project and that three or four members of the community need to be found to join the team. There have been some expressions of interest from the community.

The costs of printing and delivery were considered. Cllr Ingleby estimates that around 300 copies will be required. Cllr Malone suggested using a print company based in Cramlington and will pass on their details to Cllr Ingleby.

RESOLVED:

- a) The Clerk will look at options for the online survey.
- b) The budget for printing and distribution will be increased to the available reserve funds (£293.28).

020/21 Playground Equipment

The Parish Council discussed the condition of the playground. The Clerk will look for details of the repairs carried out most recently and also whether there were any designs or proposals for new equipment, following discussions pre-Covid. The Clerk will also check for a copy of the Lease for the land.

RESOLVED to discuss further at the next Meeting.

021/21 Urgent Items

Cllr Barras reported that the horse chestnut tree on Omer Road has overhanging branches. Cllr Barras will remove the branches in question with tree loppers.

022/21 Items for the next Agenda

The Acklington village Well/Water Pump – condition and ownership with a view to possible restoration.

023/21 Date of Next Meeting

Tuesday 6 July 2021 at 7:00pm.

ITEM 6a FINANCE

ACKLINGTON PARISH COUNCIL			
Financial Position at 30 June 2021			
		Budget	Total
BALANCE b/f at 1 April 2021			12,765.37
INCOME:			
VAT Refunds		50.00	1,135.38
Precept		8,000.00	4,000.00
Interest received		6.00	0.30
Miscellaneous		5.00	-
Donations			-
		8,061.00	5,135.68
EXPENDITURE:			
Clerks Fees		1,300.00	183.34
Clerks Expenses		250.00	8.00
Insurance		280.00	-
Audit Fees		100.00	100.00
Subscriptions/Training		300.00	210.84
Miscellaneous		100.00	-
Donations		1,200.00	-
Recoverable VAT		50.00	132.00
Landscaping/Grass Cutting		1,700.00	-
Street Furniture		300.00	-
Play Area		1,600.00	-
Election Costs		-	-
Community Defibrillator		100.00	-
Footpath Warden Scheme		500.00	660.00
Neighbourhood Plan		100.00	-
VAS		100.00	-
		7,980.00	1,294.18
BALANCE C/F			16,606.87
Balances per Bank Accounts:			
BANK RECONCILIATION			
Lloyds Treasurers Account			5,832.68
Lloyds Business Bank Instant Account			12,068.37
Less			
Payments on hold due to changes to bank mandate		-	1,294.18
			16,606.87
Earmarked Funds			
B/F		12,765.37	
Allocation of Budget		4,300.00	
Transfers			
Grants received			
Expenditure to date		- 660.00	
			16,405.37
Working Balance			201.50

Earmarked Funds

Fund	Balance c/f at 1 April 2021	Grants and donations	Other income	Allocation of budget	Expenditure	Current Balance
Childrens Play Area	9,254.52			1,600.00	-	10,854.52
Street Furniture	1,181.86			300.00	-	1,481.86
Ground Maintenance	1,125.89			1,700.00	-	2,825.89
Play Area (Insurance Cover)	-			-		-
Election Costs	331.80			-	-	331.80
Neighbourhood Plan	193.28			100.00	-	293.28
Footpath Warden Scheme	528.02			500.00	660.00	368.02
Community Access Defibrillator	150.00			100.00	-	250.00
Total Earmarked Reserves	12,765.37	-	-	4,300.00	660.00	16,405.37
General Reserves	-	-	-	-	-	-
Working Balance	-	-	835.68	-	634.18	201.50
						16,606.87

Footpath Restoration Update

Progress Report: July 2021



Cheviot Meadows Permissive Pathway opening on Monday 5th July

The team of Footpath Volunteers, Footpath Wardens and newly-trained Brushcutters have been busy clearing vegetation and erecting way-markers along the 1 kilometre length of the new Permissive Pathway.

The clearing work should be finished by Monday 5th July. When opened, the pathway will be made available to walkers and dog walkers, but not to vehicles, motorcycles, or horse riders.

Cheviot Meadows Permissive Pathway

You are invited to walk this Permissive Pathway by kind permission of Pigdon Farm Ltd.

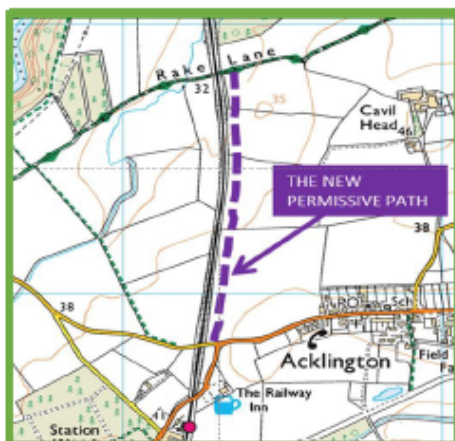
Vehicles, and motorcycles are not permitted to use this route. Not suitable for horse riders.

It is not intended that this pathway should ever become a public right of way.

This pathway may be closed on a temporary, or permanent basis at any time in the future as the owner so wishes.

Signage on the pathway

Signs (funded by ACT) will be erected at either end of the new pathway. The signs clearly explain the scope of the public usage, the limitations, and acknowledge the generosity of Pigdon Farm Ltd in opening up the Permissive Pathway to the public.



More Permissive Pathways

A total of 3.4 kilometres of Permissive Pathways have been newly opened, and reopened during the last 2 years.

There is the potential to open even more Permissive Pathways in the near future; and that will be one of the important goals the Footpath Restoration working party will be setting itself.