

Acklington Parish Council

Clerk: Elaine Brown
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Northumberland
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To Members of Acklington Parish Council: Councillors Newton (Chairman), Critchlow (Vice-Chairman), Barras, Craig, Ingleby, Malone, Mezza, Orr, Price and Thorpe

In accordance with Paragraphs 7 & 10(2) (b) of Schedule 12A of the Local Government Act 1972 and The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, I hereby summon you to attend a Meeting of **ACKLINGTON PARISH COUNCIL** to be held online on Tuesday 5th January 2021 at 7pm.

Elaine Brown PSLCC, CiLCA
Parish Clerk & Responsible Financial Officer

Join Zoom Meeting
<https://zoom.us/j/91916586694>

Meeting ID: 919 1658 6694
Passcode: 965532

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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.

BUSINESS TO BE TRANSACTED

C051/20 Apologies for absence

To approve any apologies for absence

C052/20 Disclosure of Interests

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

C053/20 Minutes of previous meeting

To approve as a correct record the minutes of the Ordinary Meeting of the Council held 3rd November 2020 (pages 4-6)

C054/20 Standing Item – Report from County Councillor

To receive a report from County Councillor Watson

C055/20 Finance:

- a) Financial Summary at 23rd December 2020 Treasurers Account £4221.84, Business Bank Instant £12067.77 (page 7)
- b) To note receipt of bank reconciliation and budget monitoring at 23rd December 2020 (page 7)

c) To authorise payments

04.11.2020	576	Cancelled Cheque		£0.00
05.11.2020	577	Poppy Appeal	Wreaths	£50.00
05.10.2020	578	Cancelled Cheque		£0.00
29.12.2020	579	Gustharts	Brushcutters	£2367.00
05.01.2021	580	Clerk	Wages/Expenses	£188.00
05.01.2021	581	HMRC	PAYE	£40.60

d) To note receipts

09.11.2020	Lloyds	Interest	£0.12
09.12.2020	Lloyds	Interest	£0.11

e) To consider funding requests

- I) The Pelican
- II) Acklington Parochial Church Council
- III) Bailiffgate Musuem

C056/20 Planning:

- a. To consider any planning matters: None.

C057/20 Acklington Village Hall Trustee Arrangements

Deferred from the September meeting of the Council subject to the receipt of the required further information.

C058/20 Footpath Working Party Update

To receive the update for information (page 9)

C059/20 Recruitment of Parish Clerk

RECOMMENDED that:

- I)* the Council create a Personnel Committee to undertake the recruitment and interview process and make recommendations to the Parish Council for the meeting scheduled to take place on Tuesday 2nd March
- II)* 4-5 Members be delegated to sit on the Personnel Committee
- III)* Standard contractual hours be increased to 8 hours per month
- IV)* The Personnel Committee review the existing terms and conditions of employment in line with Society of Local Council Clerk Model documents.

C060/20 Draft Budget for 2021-22

To review draft budget for 2021-22, considering any future projects. (page 12)

C061/20 To agree precept request for 2021-22

To agree by resolution the precept for 2021-22

Next meeting: Ordinary Meeting of the Parish Council TUESDAY 3rd March January 2021 at
7.00 pm

The minutes of the Ordinary Meeting of Acklington Parish Council held on 7.00pm 3rd November 2020 via Zoom.

PRESENT: Cllrs J Newton (Chair), E Critchlow, D Barras, S Malone, T Mezza, J Price, S Thorpe, and the Parish Clerk Miss E Brown.

Also, present County Councillor J Watson

A Member of the public queried whether anything could be done to reduce speeding through in the village. The Chairman said the two chicanes have now been in place for approx. 10 years and that the Parish Council with the County Council had agreed to install vehicle activated speed signs at each end of the village. It was also possible that planned development in the village would lead to other options becoming available. The Member for the public stated that he had spoken to Northumbria Police regarding speeding and had been informed of the community speed watch scheme to which they had offered to volunteer and was hopeful to received training once Covid-19 restrictions were lifted.

C040/20 Apologies for absence – Cllr S Ingleby and G Orr.

RESOLVED that: the apologies be approved.

C041/20 – Disclosure of Interests – None.

C042/20 Council Vacancy - Following the resignation of Nell Gair on 2nd September, Northumberland County Council were notified of the casual vacancy being advertised in the parish notice boards and council website. Northumberland County Council confirmed on 24th September that there had been no requests for a by-election and the Parish Council were free to co-opt a new member. Mr Jeff Price attended the meeting stating his interest in being co-opted onto the council

RESOLVED unanimously that Jeff Price be co-opted onto the council, he then signed a declaration of acceptance of office online in the presence of the Proper Officer confirming his position as Councillor. The Clerk informed of the duty to submit his register of interests to Northumberland County Council within 28 days.

C043/20 Minutes of previous meeting held 1st September 2020

RESOLVED that: the minutes of the Ordinary Meeting of the Council held 1st September 2020 be agreed as a true record and would be signed by the Chairman out of meeting.

C044/20 Standing Item – Report from County Councillor

County Councillor Watson referenced the national 4-week lockdown noting country parks would not be closed this time although leisure centres would be closed and there was no guarantee that the lockdown will be lifted on 2nd December. Public Health advised that the number of Northumberland cases had already plateaued, and it was hoped that with the latest measures they would continue to decrease.

Footpaths project – Councillor Watson said he was delighted that his request for funding for the purchase of two new brush cutters had been approved and was going ahead.

Councillor Watson advised that all Remembrance Sunday wreath laying ceremonies had been cancelled locally in line with National restrictions.

A member queried whether road maintenance would continue during lockdown, Councillor Watson confirmed it would.

C045/20 Finance:

- a) Financial Summary on 28th October 2020 Treasurers Account £3304.93, Business Bank Instant £14567.54.
- b) To note receipt of bank reconciliation and budget monitoring on 28th October 2020
RESOLVED that the bank reconciliation and budget monitoring documents be received.
- c) Payments
RESOLVED that the payments be agreed.

20.09.2020	570	Homebase/B&Q/Mole Country Stores	Planting, compost, paint	£150.80
05.10.2020	571	NCC	Grass cutting	£253.12
05.10.2020	572	Greenbarnes	Noticeboards	£4544.99
23.10.2020	573	NCC	Grass cutting	£1306.51
03.11.2020	574	Clerk	Wages/expenses	£193.58
03.11.2020	575	HMRC	PAYE	£43.40

- d) Receipts
RESOLVED that the following receipts be noted.

07.09.2020	NCC	Precept	£3750
09.09.20	Lloyds	Interest	£0.14
09.10.2020	Lloyds	Interest	£0.14
23.10.2020	NCC	Members Small Schemes	£2146.25
23.10.2020	Northern Powergrid	Wayleave	£5.00

C046/20 Planning:

- a. To consider any planning matters:

20/02738/FUL | Proposed two storey rear extension and single storey gable extension | 12 Quarry Avenue Acklington NE65 9BZ – No objections.

20/02999/LBC | Listed building consent to replace failed window on North East Elevation temporarily | West Lodge Guyzance Morpeth Northumberland NE65 9AF – No objections.

20/03151/FUL | Additional touring caravan pitches plus extension to caravan storage | Coal House Farm Caravan Site Coal House Farm Cottage North Broomhill NE65 9XE – Members has no objections welcoming the employment opportunities and additional revenue to the local economy that this would bring. Measures to protect 101/015 on the western edge would be welcomed.

C047/20 Acklington Village Hall Trustee Arrangements

Due to national restrictions the documentation had not yet been acquired from the Village Hall. This item would be deferred to the January meeting.

C048/20 Footpath Working Party Update

3 X dilapidated stiles have been replaced/repared on Footpath 15. County rights of way officer Tony Derbyshire and his team have solved a long-term problem and made this important footpath much more accessible.

A grant of £2,146.25 (via Councillor Watson's members fund) has been received enabling the purchase of 2 X Stihl Brush cutters and 1 X Stihl Hedge trimmer, plus all the accessories and PPE. The equipment will enable the team to routinely cut and maintain the surface of up to 5,427 metres of field-edge footpaths.

Training costs have been estimated at £80 per person for basic and safety training in the use of brush cutters with 4-6 people required to use the brush cutters. Funding of up to £480 was required to cover the costs of the training, this could be met partially with the balances in the footpath warden budget. A maximum of £200 may be required to be transferred from another earmarked reserve to meet the total expenditure requirements.

RESOLVED that it be delegated to the Clerk with the Chairman to agree the virement of £200 to cover this expenditure.

C049/20 Storage Boxes for Brush cutters

RESOLVED that a maximum of £30 be spent on the purchase of the storage boxes.

C050/20 Draft Budget for 2021-22

The draft budget was presented for discussion which would be returned to council for agreement in January. Members were asked to consider financial implications of projects and contact the Clerk for potential inclusion on the draft budget. It was agreed that an increase to the precept was likely to be needed to ensure the council was able to fulfil its responsibilities.

Next meeting: Ordinary Meeting of the Parish Council TUESDAY 5th January 2021 at

7.00 pm

The meeting closed at 8.12pm

ACKLINGTON PARISH COUNCIL							
Financial Position @ 23/12/2020							
		Budget	Total				
BALANCE B/F @ 1 April 2020			11,575.20				
INCOME:							
VAT Refunds		50	-				
Precept		7,500	7,500.00				
Interest received		6	2.84				
Miscellaneous		5	25.00				
Donations			7,514.25				
		7,561	15,042.09				
EXPENDITURE:							
Clerks Fees		1,050	835.37				
Clerks Expenses		230	164.63				
Insurance		280	257.60				
Audit Fees		100	80.00				
Subscriptions/Training		300	130.91				
Miscellaneous		100	15.00				
Donations		1,400	125.00				
Recoverable VAT		50	1,135.78				
Landscaping/Grass Cutting		1,550	1,532.38				
Street Furniture		200	3,787.50				
Play Area		1,600	524.49				
Election Costs		0					
Community Defibrillator		500	1,750.00				
Footpath Warden Scheme		200	39.02				
Neighbourhood Plan							
		7,560	10,377.68				
BALANCE C/F			16,239.61				
Balances per Bank Accounts:							
BANK RECONCILIATION							
Current Account			4,221.84				
High Interest Account			12,067.77	50.00			
			16,289.61				
						Unpresented cheques	
						577	50.00
Earmarked Funds							
B/F	11,575.20		including transfer from balances				£50.00
Transfers	4,050.00						
Grants received	7,514.25						
Expenditure to date	7,969.98						
			15,169.47				
Working Balance			1,070.14				

Schedule 2						
Financial Summary at 23/12/2020						
Fund	At 01.04.20	Grants & Donations	Other Income	Transfers	Expenditure	Balance
Childrens Play Area	7,504.01			2,275.00	524.49	9,254.52
Street Furniture	1,301.36	4,168.00		200.00	3,787.50	1,881.86
Ground Maintenance	1,108.27			1,550.00	1,868.97	789.30
Play Area (insurance cover)	675.00			- 675.00		-
Election Costs	400.00					400.00
Neighbourhood Plan	193.28					193.28
Footpath Warden Scheme	193.28	2,146.25		200.00	39.02	2,500.51
Community Access Defibrillat	200.00	1,200.00		500.00	1,750.00	150.00
Total Earmarked funds	11,575.20	7,514.25		4,050.00	7,969.98	15,169.47
Working Balance	-	-				1,070.14
General fund	11,575.20	7,514.25		4,050.00	7,969.98	16,239.61
Debtors						
Creditors						50.00
BANK BALANCE	11,054.20	7,514.25		3,350.00	7,969.98	16,289.61
Balances from 2019/20	£386.56					
Transferred to						
Neighbourhood Plan	£193.28					
Footpath Warden Scheme	£193.28					

Footpath Restoration Plan

Progress Report: January 2021



All the brush cutting equipment has arrived. Everything is secure under lock and key. Sean Malone will act as Quartermaster: storing, cleaning, issuing equipment and managing all the H&S documentation.



Training for the 6 X Volunteer Brushcutters is being arranged for the 'Brushcutters and Trimmers LANTRA Awards and Rural Skills qualification'. Covid19 restrictions and wet weather may delay the training until early spring.



Pigdon Farm Ltd have agreed to open up a brand, new Permissive Pathway. The 1 kilometre pathway will give walkers easy access to Rake Lane, and the network of wonderful footpaths beyond.

The Pigdon Farm team are going to refurbish the entry and exit points. The Acklington Community Team have agreed to support the project and will pay for the yellow-topped posts and signage.

Weather, and Covid19 permitting, the pathway will open in early spring.

Clerks Report

Recruitment of Parish Clerk

The Parish Clerk and Responsible Financial Officer has informed of her intention to resign from the Council with the aim being to recruit a new Parish Clerk/RFO to take over from the May meeting.

It is the responsibility of the Parish Council as a corporate body to appoint a new Clerk by resolution and a recommendation should be brought to the Council for consideration at the March meeting with a handover taking place between March and May.

The recruitment process is important in ensuring compliance to employment law. Good recruitment and selection procedures are an essential part of equal opportunities practice, because they help ensure the person most suitable for the job is hired.

RECOMMENDED that:

- I) the Council create a Personnel Committee to undertake the recruitment and interview process and make recommendations to the Parish Council for the meeting scheduled to take place on Tuesday 2nd March*
- II) 4-5 Members be delegated to sit on the Personnel Committee*
- III) Standard contractual hours be increased to 8 hours per month*
- IV) The Personnel Committee review the existing terms and conditions of employment in line with Society of Local Council Clerk Model documents.*

PERSONNEL COMMITTEE TERMS OF REFERENCE

Membership shall comprise 4/5 Councillors.

The quorum of the Committee shall be three members with one officer in attendance.

The Lead officer is the Parish Clerk.

The Chairman and Vice Chairman shall be elected at the Annual Council Meeting by the members of the Personnel Committee.

The Committee shall meet at least once a year in accordance with Financial Regulation 7.6 and where there is a staffing necessity.

PURPOSE To consider and deal with all matters affecting staffing issues, to make a recommendation to the Parish Council.

SCHEME OF DELEGATION To deal under delegated powers to resolve personnel issues, including contracts of employment, pay scales, redundancy, grievances and disciplinary matters. The Parish Clerk shall be responsible for the day-to-day management of any staff under delegated authority.

The Personnel Committee shall be delegated to make decisions on behalf of the Council in the following matters:

1. To establish and keep under review the staffing structure and make recommendations to the Council.
2. To draft, implement, review, monitor and revise policies for staff

3. To review staff salaries and terms of conditions and make recommendations to Council.
4. To oversee execution of new employment contracts and changes to contracts
5. To keep under review staff working conditions and health and safety at work for all Council employees
6. To monitor and address regular or sustained staff absence
7. To appoint from its membership a recruitment panel of three when necessary for the appointment and dismissal of a Parish Clerk making recommendations to Council
8. To appoint three members, who are not on the Personnel Committee when necessary to act as a disciplinary panel as set out in the Staff Handbook and as an appeals panel in the case of any appeal against disciplinary action taken by the Parish Clerk.
9. To appoint from its membership three members when necessary to hear any formal grievance made by the Parish Clerk.
10. To appoint an appraisal panel of three members for the Parish Clerk's appraisal process as defined.

