

**Minutes of Allendale Parish Council Meeting**  
**held on**  
**Thursday 1<sup>st</sup> September 2022 at 7pm at Allendale Village Hall**

**Present:** Cllr Simmonds (Chair), Councillors Coulson, Graham, Halliday, Howard, Kirk, Philipson, Stevenson, Villiers-Stuart, White and H Newsome (Clerk)

**1) Apologies for absence**

Cllrs Beck, Henderson and Swaile  
Co Cllr Horncastle

**2) Declarations of interest**

There were no changes; see APC's website for full list:

[Declarations of Interest \(new council 2022\) 0.pdf \(northumberlandparishes.uk\)](#)

**3) Planning Committee – planning applications**

**22/02713/FUL - Greenside Allenheads**

Cllr Philipson proposed **to support** the application with Cllr Howard seconding this, as it was in keeping with Allendale Neighbourhood Development (ANDP) Plan Policies 7: Conversion of Buildings in the Open Countryside, and 8: Demolition and Reconstruction of Derelict Buildings, and the Council unanimously carried the motion.

**22/02714/FUL - Glen Cottage Shilburn Road Allendale**

Cllr Howard proposed **to support** the application with Cllr Villiers-Stuart seconding this, as it was in keeping with Allendale Neighbourhood Development (ANDP) Plan Policies 1: General Development Principles, and 9: Extensions to Dwellings, and the Council unanimously carried the motion.

**4) Public participation**

There were no members of the public in attendance.

**5) Minutes of the previous meetings held on 7<sup>th</sup> July 2022**

Cllr Philipson agreed, and Cllr Graham seconded that the minutes of the meeting held on 7<sup>th</sup> July 2022 are signed by the Chair as a correct record.

**6) Matters Arising**

**Allendale War Memorial, Lychgate**

The Council considered two estimates presented by two contractors to conduct repair work to the Lychgate. Cllr Howard proposed to accept the one from Langley Furniture Works with Cllr White seconding this, and the Council unanimously carried the motion. The Clerk confirmed that a grant application that she had submitted on behalf of Allendale Parish Council to the Helen Allinson Trust to help pay for the work had been successful, and that the Trust had kindly agreed to pay £2,000 towards the costs. The Council asked the Clerk to pass on the Council's appreciation for the Trust's generosity in awarding the grant.

**Environmental sustainability policy**

The Council considered the need for an environmental sustainability policy and agreed in principle to establish a policy in performing its duties. It therefore agreed to: a) make decisions that consider the impact on the environment, for example, when buying goods and services from suppliers and contractors; b) take any advice offered by Northumberland Association of Local Councils in drawing up a policy; and, c) talk to Helen Elliott about her ideas of what might be included in the policy.

**7) County Councillor and Northumberland County Council update**

Co Cllr Colin Horncastle had previously sent his apologies to the meeting.

### **8) Allotments Committee**

There were no actions to report.

### **9) Cemetery Committee**

Cllr Howard said that the Cemetery Committee had exceptionally agreed to a recent request from the mother of her late son, that he is buried close to the road because of her restricted mobility as it would make her visits to the Cemetery easier. Cllr Howard passed on the family's appreciation of this.

The Cemetery Committee also agreed to a) inspect the drain (at the start of Row D) and take any remedial action to ensure that it flowed and prevented flooding in the Cemetery; and b) install a gravelled seating area at the start of Row D, and repair and maintain good access to the utility access hole cover.

Cllr Howard thanked Cllr Graham for his donation of a roll of artificial grass matting for use by Jonah Maurice, the Cemetery Gravedigger.

### **10) Rights of Way & Access Committee**

There were no actions to report.

### **11) Towns & Villages Committee**

#### **Horticultural Show award**

Cllr Graham was pleased to announce that Allendale Horticultural Show had awarded Allendale Parish Council third prize for the Business/Organisation category for its planters in Allendale village. Valeria Dunn had helped the schoolchildren of Allendale Primary School to plant the tubs up. The Council agreed that Cllr Graham should use the £10 cash to buy bulbs for next year.

#### **New replacement bench for Allenheads Woods**

Cllr Graham confirmed that he had found a suitable recycled bench from Solway Recycling and that he would arrange for the delivery to the site.

#### **New waste bin at Portgate Road end (post meeting note)**

The Clerk had got agreement from Neighbourhood Services to install a new wheelie bin and stand at Portgate Road end.

#### **RoSPA play safety inspection reports**

The Towns & Villages Committee to inspect then recommend a) a suitable replacement surface for the area under the swing at Allenfields, and b) how best to re-instate the steps up to the play frame at Denefields that were showing signs of deterioration.

#### **Village tidying works**

Hilton Graham had agreed to take on the village tidying works and would continue the work that Malcolm Aitchison had started. Cllrs Philipson, Howard, and Graham to make suitable arrangements to protect the young trees in the village including putting a tree guard around the young tree on The Peth.

### **12) Correspondence**

**Johanne Harris, The Sixth Degree Media** – The Council agreed to share its interactive map from Auto Trader as a link on its website, that helps readers find all public charging stations nearest them:

<https://www.autotrader.co.uk/cars/electric/charging-points/>

**Sandie Renton** – The Council agreed to her request to install a recycled plastic bench in memory of her late parents if she pays £150 to ensure the upkeep of the bench by the Parish Council for 15 years.

**Valeria Dunn** – The Council were pleased to learn that the Allen Valleys Local History Group (AVLHG) had managed to furnish the Chapel of Rest at an economical rate and agreed to spend the c £400 left from the cemetery chapel project elsewhere in the cemetery, most probably on a bench. It also agreed to consider any further proposals put forward by AVLHG, for example for a specific project such as renovating an historic monument, so long as it was fully costed.

**Smaller Authorities' Audit Appointments** – The Council unanimously agreed to opt into the central procurement of auditors.

**Fran Pierce, Meadow Gate, Catton** – The Council agreed that its original recommendation to object to planning application 22/00303/FUL was already on the record, and it did not intend to send a representative to the planning hearing on 13<sup>th</sup> September.

**Jenny Fairless, Catton** – The Council had agreed to Jenny Fairless' suggestion to cut back the overgrowth to the path running by Catton village green to the path edge, and Cllr Philipson said that Hilton Graham had already agreed to do this.

### **13) Finance Committee**

#### **Parish Council accounting system**

The Clerk said that she had now had online demonstrations from two subscription-based accounting system packages and that Scribe was by far the most user friendly and easiest to use and that it also provided unlimited support. Cllr Kirk reminded the Council of the drawback in using the current system that was not geared up for parish council practices. He emphasised the value in switching to such a package that he said was necessary for business continuity reasons and ease of reporting for both the Council and parish residents. After discussion, Cllr Kirk proposed to take out a subscription with Scribe within FY 2022/23 with Cllr Howard seconding this, and the Council unanimously carried the motion.

#### **Clerk laptop**

The Council agreed to meeting the costs of a new laptop for the Clerk after first checking if there was scope for Northumberland County Council to make one available and provided that the cost was within the allocated budget (FY 2022/23).

#### **External audit report**

The Clerk confirmed that she had now received the audit report from PKF Littlejohn and the Annual Governance & Accountability Return was in accordance with proper practices. The Clerk said she would now prepare a notice of conclusion of audit and publish this on the website.

#### **Grant applications**

Cllr Coulson declared an interest and left the room. The Council considered applications from **five** organisations and Cllr Stevenson proposed that the following awards were granted, seconded by Cllr White and agreed unanimously by the Council:

<b>Allenheads Contemporary Arts</b>	<b>£ 300</b>
<b>Allen Valleys Bowling Club</b>	<b>£ 250</b>
<b>Fawside</b>	<b>£ 500</b>
<b>Higher Ground</b>	<b>£ 500</b>
<b>Sport Tynedale</b>	<b><u>£ 100</u></b>
<b>Total</b>	<b>£1650</b>

#### **Accounts for payment**

Cllr Kirk proposed that the accounts for payment, seconded by Cllr Stevenson.

Treasurer's Account: bank balance as of **23 August 2022 - £ 45,815.74**

Business 30-Day Notice Account: bank balances as of **9 August 2022 - £ 16,439.80**

### **14) Matters for 6<sup>th</sup> October 2022 agenda**

#### **Affordable housing**

### **15) Confidential agenda item (for Council only)**

There was one.

### **16) Date of next Parish Council**

The next Parish Council meeting would take place on **6<sup>th</sup> October 2022** at 7pm.

[The meeting ended at 21:25](#)