

**Draft Minutes of the Annual Meeting of the Parish Council and Parish Council Meeting**

**Held at Allendale Village Hall  
on Thursday 8 May at 6.30pm**

**ANNUAL MEETING OF THE COUNCIL & MEETING OF NEW PARISH COUNCIL**

**Present:** Cllrs Archer, Beck, Charlton S, Coulson, Dalton, Dobson, Dunn, Foster, Jackson, Kirk, Swaile, White, Co Cllr Horncastle, Mrs Naylor (Clerk)

Prior to the meeting declarations of acceptance of office were signed and witnessed by the Clerk.

- 1 Apologies for absence - Mandy Charlton**
- 2 To hear nominations for the Chair and elect one followed by signing the Declaration of Acceptance**  
Malcolm Archer was nominated by Cllr Foster, seconded by Cllr Dalton. Carried.
- 3 To hear nominations for the Vice-Chair and elect one followed by signing the Declaration of Acceptance**  
Sam Coulson was nominated by Cllr Beck. Seconded by Cllr Kirk. Carried.
- 4 Declarations of Interest – councillors to hand in Declarations of Interest**  
Declarations of interest were received from those present, a list may be found here  
<https://northumberlandparishes.uk/allendale/documents?search=declaration&type>All&year%5Bvalue%5D%5Byear%5D=>
- 5 To adopt the Standing Orders of the Council**  
Cllr Kirk proposed to adopt the existing Standing Orders. Seconded by Cllr White. Carried.
- 6 To adopt the Financial Regulations of the Council**  
Cllr Kirk proposed to adopt the existing Financial Regulations. Seconded by Cllr White. Carried.
- 7 To review sub-committee/working group membership and appoint new members**  
The following were appointed:  
Affordable Housing - Cllrs Swaile, Coulson, Kirk, White, Jackson, Foster and Archer  
Allotments - Cllrs Coulson, Beck, Foster and Archer  
Cemetery - Cllrs White, Charlton M, Coulson, Swaile, Foster and Archer  
Environment & Climate Change - Cllrs Swaile, Coulson, Beck, Jackson, Dobson and Archer  
Finance - Cllrs Kirk, Jackson, Coulson and Archer  
Rights of Way & Access - Cllrs Beck, Coulson, Dobson, Foster, Dalton, Dunn, Jackson and Archer  
Towns & Villages - Cllrs Beck, Kirk, Charlton M, Coulson, Dunn, Foster, Dobson, Jackson, Dalton, Charlton S and Archer
- 8 To appoint councillors to external parish committees**  
Allenheads Trust - Cllr White  
Allendale Education Endowment Trust - Cllrs Swaile and Coulson  
Allendale Village Hall – Mandy Charlton  
Arnison Jubilee Almshouses – Cllr Dalton  
Haydon Bridge & Allendale Medical Practice, Patient Participation Group – Cllr Dunn  
High Forest Community Association – Cllr White

**MEETING OF NEW PARISH COUNCIL**

It was agreed that Mandy Charlton can sign her Declaration of Acceptance of Office in advance of, or at, the meeting on 5 June 2025. Proposed Cllr Swaile. Seconded Cllr Foster. Agreed.

- 9 Planning – planning applications**

**24/03687/FUL (amended description) Refurbishment, extension of cottage and conversion of garage at Hillside Cottage Sinderhope NE47 9SH**

This was a change to an earlier application. Cllr Kirk proposed the motion to support the application on the grounds that it fits in with the ANDP policy on conversion of rural buildings, see ANDP Policy 7 (and section 8). This was seconded by Cllr Coulson and unanimously carried by the council.

**25/01167/FUL Change of use of conservatory to dog groomers at Westside Farm Common Bank Whitfield NE47 8HF**

It was noted that there were no proposed changes to the property and this was only a change of use. Cllr Swaile proposed the motion no objection. This was seconded by Cllr Foster and unanimously carried by the council.

**25/00934/PRUTPO Tree Preservation Order Application to T1 Semi mature Cherry tree reduce and reshape of crown by 1-2m to negate branches, lift of canopy with a medium thin of crown, removal of any deadwood and rubbing branches at 1 Arnison Close Allendale NE47 9BL**

Cllr Kirk proposed the motion no objection. This was seconded by Cllr Dalton and unanimously carried by the council.

**10 Public participation**

There were two members in attendance.

**11 Minutes of the meeting held on 3 April 2025**

It was proposed by Cllr Kirk to accept the minutes. Seconded by Cllr Beck. Agreed.

**12 Matters arising**

**Follow-up from tree plan** – Cllr Swaile indicated that the new Cemetery committee and Environment and Climate Change committee could look at the existing tree policy for the Cemetery and the proposed tree plan discussed in April. In the meantime, it was agreed that the free trees that had been obtained could be stored by Cllr Swaile, likewise the donated guards. It was noted that the trees could be planted elsewhere in the parish.

**Affordable housing** - Cllr Swaile gave an update - funding had been applied for by a housing association for a housing needs survey and there would be a launch day (launch and publicity of the survey) in the Village Hall on 5 June 12.30 to 6.30pm. It was asked that Cllrs drop in to this to support it.

**Process for adopting BT box [April Item 14.12]** - it was noted that the listed phone box outside Arnison will be locked by BT unless adopted. It had been previously agreed that the parish council would adopt the box. The initial cost was £1 and thereafter maintenance and cleaning would need to be covered by the parish council. Cllr Jackson offered to start the process of adopting the box in the name of Allendale Parish Council. Cllr Kirk to forward details of the BT Adopt a Box process to Cllr Jackson.

**Rights of Way & Access [April Item 12]** - Cllr Dunn mentioned the path on the river, Cllr Beck outlined the problems with the path and that the NCC footpaths officer had been informed. Co Cllr Horncastle had also reported this.

**Re [April Item 4.11]** – Cllr Dunn asked about the autumn tree survey works and it was noted that the survey referred to the trees in the village.

**13 County Councillor and Northumberland County Council update**

Co Cllr Horncastle thanked Cllr Swaile for her sterling work as Chair, particularly noting her diplomacy behind the scenes, something which may otherwise go unrecognised.

The traffic calming works on Station Road are due to start after the resurfacing has been done (which is happening in mid-May). The landslip work on Common Bank is due to start on 12 May with a traffic light system.

At county level, he noted that the new administration will start on 21 May 2025.

**14 Council general**

**Councillor training in-house cost £100** – it was agreed to proceed with this training. Clerk to arrange with Graeme Popay for a Thursday evening (non-council evening) start from 6pm.

**To confirm the list of parks and recreation grounds for website (ICO publication scheme item)** – this had been reviewed and it was confirmed it could go on the website. Proposed Cllr Kirk, seconded Cllr Dunn. Agreed. [was in Agenda Item 16]

**15 Allotments** nothing to report

**16 Cemetery** nothing to report

**17 Rights of Way & Access** - there was nothing to report other than the issue in Matters Arising. Cllr Beck is looking forward to meeting with the new committee to develop a comprehensive review of the paths, and possibly obtain some funding. Cllr Beck to arrange a meeting.

**18 Environment & Climate Change** - nothing to report. Cllr Swaile to arrange a meeting.

**19 Towns and Villages**

**19.1 Bus shelter update (if any)** – Cllr Kirk noted a response from the Planning Inspectorate was still awaited. There was an option to make a complaint about the length of time this had taken – though it was decided not to proceed with such a complaint at this time. Cllr Kirk to follow up. It was noted that the position of the bus stop had been decided some time ago by the bus company and NCC, and that there were various restrictions on its location - proximity to junction, need for step access etc.

**19.2 Hole** - Cllr Kirk noted that he had been notified of a hole on Lloyds Bank Green which needs filling in with stones then soil. Cllr Dobson offered to attend to this.

**19.3 Lime tree** - Cllr Kirk had been notified of a lime tree that had been dropping its branches (at the terrace end outside Arnison). This is to be included in Spring tree survey. Clerk to remind Matty Robson about the survey.

Cllr Dunn to arrange a meeting.

**20 Correspondence**

**5.6 Catton Village Hall** - Cllr Kirk noted that no formal permission is needed for such a community event on a Village Green. The parish council was grateful for the courtesy of the request. Clerk to write to confirm the go-ahead.

**5.9 Mrs Hughes** - this item related to parking on the Allendale Village Green and was passed to the Towns and Villages sub-committee for review - to be discussed at the 5 June 2025 full council meeting.

**5.11 Mrs Hunt** – it was noted that the owner had the right to trim the one branch that passes their boundary, subject to them putting in an application to NCC, at their cost, because it is in a conservation area. If there is a risk to the power cable, then this should be reported to Northern Powergrid who would be able to investigate and deal with this if needed. This tree would also be noted as part of the Spring tree survey.

**5.12 Mr Colley** – there was a large drainage pipe through the wall behind the public toilets which could flood the shed where the tar barrels have been stored. This crosses Co-op land but drains land that is the responsibility of the parish council. Towns and Villages sub-committee to look at.

**5.13 Catton oil leak** – Cllr Kirk and former Cllr Gray had been to Catton to look at the discharge into the burn. NCC and the Environment Agency are involved and the parish council would await the results of their investigation

**5.16 Election candidate expense returns** - it was the responsibility of election candidates to return their expense returns (even if nil) to the elections office in Morpeth. This must be done within 28 days of the election.

**21 Finance**

**21.1 Accounts for payment**

The listed payments were approved

Proposed Cllr Kirk. Seconded Cllr Coulson . Agreed.

Cllr White noted that the ground maintenance for the Allenheads Trust had not been increased for some time. The proposed payment was to go ahead and the matter of the amount going forward would be raised with the Trust by Cllr White. Cllr Dunn raised the question of a fixed amount for plants for Allendale.

**21.2 Bank reconciliation**

**Community account balance** as of 30.4.25 = £29,230.34

**Commercial Instant Access Account** as of 30.4.25 = £17,027.05

**Public Sector Deposit Fund of CCLA balance** as of 30.4.25 = £45,000.00

**21.3 New model financial regulations & standing orders** – Cllr Kirk noted that these had been put forward by NALC mainly because of a change in procurement regulations (for the former). These would be reviewed by the Finance Committee. Cllr Kirk to arrange a Finance meeting.

**21.4 To accept the terms of engagement of the internal auditor**

It was proposed to accept the terms of the internal auditor as set out in the letter of engagement. Proposed by Cllr Kirk Seconded by Cllr Beck. Agreed.

**21.5 Insurance renewal** – it was agreed to renew with Zurich on the basis of the premium on the payments list. Proposed by Cllr Kirk, Seconded by Cllr Coulson. Agreed.

It was noted that, going forward, a review of the parish council's insurance cover needed was needed. This had been started by former Cllr Gray and would be taken forward by the Finance Committee. It was agreed to get alternative quotes next year. Finance Committee to review for future years.

**21.6 Bank signatories (Lloyds and CCLA)** – three new signatories were needed. It was agreed to replace these sequentially so as to retain the ability to make payments via existing signatories. Two would be replaced first, then the remaining one. It was agreed, for both accounts, that the new signatories (joining Cllr Swaile) would be Cllr Dalton, Cllr Mandy Charlton and Cllr Archer.

**21.7** Cllr Kirk noted that the precept had been received. He proposed to move 10K from the current account to CCLA. This was agreed in principle but the money would be moved once the new Lloyds and CCLA signatories had been set up.

**22 Matters for 5 June 2025 Agenda**

Parking on Allendale Village Green

Accounts and Governance Statement for audit

Bollards outside Coop

Public toilets [the missing toilet seat for the ladies and door lock were reported to NCC on 24.4.25]

**23 Confidential item(s) [Council only]**

**24 Next Parish Council Meeting:** The Annual Parish Meeting and next monthly Parish Council meeting would take place on Thursday 5 June 7pm, High Forest Centre, Sinderhope

**The meeting ended at – 8.40pm**