

## ALLENDALE PARISH COUNCIL

### Draft Minutes meeting of Allendale Parish Council on Thursday 4th December 2025 at 7.00pm

Present: Cllrs Archer (Chair), Coulson (Vice Chair), Beck, Charlton M (Minutes), Charlton S, Dalton, Dunn, Foster, Kirk and White. Co Cllr Horncastle was also present.

**1. Welcome and Councillor News**

**2. Public Participation**

There were 4 members of the public in attendance.

**3. Apologies for Absence.**

Cllrs Jackson and Swaile. Kathryn Naylor (Clerk). Cllr Charlton agreed to take minutes.

**4. Declarations of Interest**

No new declarations. A full list may be found here

<https://northumberlandparishes.uk/allendale/documents?search=declaration&type=All&year%5Bvalue%5D%5Byear%5D=>

**5. Planning Applications**

**25/03657/FUL Proposal Proposed construction of 2no dwellings, with associated landscaping, parking, amenity space and boundary treatment at Land South of Vine House Catton Hexham Northumberland NE47 9QJ.**

Members of the public raised several concerns. There then followed a general discussion raising the following points: traffic and access issues onto an already busy road, it was felt that the biodiversity evidence was insufficient and unreliable. Concern was expressed regarding the housing mix and that local needs for housing were not being met by this development. Concern was also expressed regarding the existence of an old cobbled road on the proposed development site which did not seem to have been given any consideration.

Cllr Foster proposed the motion to object to this application and Cllr White seconded and unanimously carried by the Council.

**25/04017/FUL Proposal remove 2 existing porch structures and replace with a single lean to single storey porch at Thorn Green Cottage Allenheads Hexham Northumberland NE47 9JQ**

Cllr Beck proposed to support the application seconded by Cllr White and unanimously carried by the Council.

**Appeal re 25/01023/FUL Inspectorate Ref: APP/P2935/W/25/3375676 APPEAL UNDER SECTION 78 against refusal of: Proposed Introduction of 3no dwellings within the existing Allendale Inn and associated rear barns via the change of use of the Allendale Inn to 2no dwelling houses, and the conversion and extension of 2no. Barns to form 1no. Dwellinghouse. Reduction in width of main Allendale**

**Inn building by 1.0m and of the eastern barn by 0.5m to facilitate improvement of access road (As Amended 22.04) at the Allendale Inn Market Place Allendale Hexham Northumberland NE47 9BJ**

It was proposed by Cllr Kirk and seconded by Cllr Coulson to object to this application on the grounds of changing the nature of the conservation area and on grounds of insufficient parking. The objection was to be sent to Appeals.

**6. Minutes of the meeting held on 6 November 2025**

It was agreed that the minutes were a true record.

**7. Matters Arising**

Item 16 - Ms Thoburn had informed the Parish Council that she would be contacting Northern Power regarding the removal of the telegraph pole. There was some discussion regarding the ownership of the land in question and it was agreed that investigation should be undertaken by the Parish Council to clarify the situation.

**8. County Councillor and Northumberland County Council Update**

Co Cllr Horncastle advised that £150K had been earmarked for the work on the septic tank needing to be undertaken at Allenheads. This was to be confirmed the following week. Work was to be commenced before the end of the financial year.

Co Cllr Horncastle advised that cuts would have to take place over the next few years by the County Council as savings of £31m had to be made.

Co Cllr Horncastle reported that he and Cllr Foster had met with the Highways Officer in Catton to discuss the issue of the Batey Terrace access onto the main road. He advised that the only course of action the County Council would take was to improve the signage by providing a sign in a different colour. Any changes to the mirror would be by the Parish Council. The County Council were also considering yellow lines on the road.

The path from Denefields to the school was discussed. Co Cllr Horncastle advised that he may have funds available to assist with cost of the path after April 2026. He agreed to investigate whether planning permission would be required. It was agreed that a meeting with the school governors should be arranged. Cllr Foster was to put forward a proposal for the route of the proposed path for consideration, i.e. the School Governors are to be provided with a map/plan of the proposed route of the footpath in advance of their January meeting.

**9. Council General**

The dates for the parish council meetings for 2026 were unanimously agreed. It was agreed that the meeting in December 2026 should take place at an alternative venue to the Village Hall.

It was reported that the new Clerk had been in contact with Kathryn regarding the handover. Mandate forms would need to be completed for the changes for the bank.

Councillor Code of Conduct - NALC have a revised Code of Conduct which could be adapted. Cllr Dunn advised that the Parish Council has a training budget of £700 [for Clerk and Councillors] and that training is being organised by Neil Mason and Graham Popay for parish councillors. Cllr Dunn advised that she is to be kept informed of when this is available.

**10. Allotments**

Water supply - carried forward to the January meeting.

**11. Affordable Housing**

Cllr Kirk advised that the Housing Survey had been received which showed similar Numbers to the desk survey of 2023. Jo Ellis had advised that she is confident that there is sufficient evidence to make a good case to her Board in February for this area. She is happy for the survey to be published. The Clerk is aware. The mix of properties depends on the survey results. Cllr Dunn enquired about the allocation of housing prioritising local people. Cllr Kirk advised that Jo Ellis had reported that for the first few months the allocation would only be for local people. The Parish Council need to advertise the fact that to be considered for the housing it would be vital for people to be on the Northumberland Homefinder list. This could be advertised once the go ahead was given.

**12. Cemetery**

Cllr Foster was to organise a date for the sub-committee to meet before Christmas.

**13. Rights of Way**

Cllr Beck advised that she had produced three images to be used as a Facebook post which could then be shared to Allendale Area Notices and posters for the Co-op plus notice boards. They consisted of advice how to report problems, how to join the Hexham Ramblers and thanking landowners for work done. After discussion it was agreed to change some wording to Allendale Parish as opposed to the wider geographical area. Due to the change of Clerk some telephone numbers will have to change. Cllr Beck to be sent any amended numbers when available.

**14. Environment and Climate Change**

Nothing to report.

**15. Towns and Villages**

**Mowing arrangements** - Cllr Kirk reported that NCC have a policy regarding the amount which can be reclaimed for Wentworth and the churchyard which is limited to 10 cuts per year. The parish council has been cutting in excess of this for some time [current contract is weekly for Wentworth and fortnightly for St Cuthbert's Churchyard i.e. for this year's seventh month mow, around thirty cuts for Wentworth and 15 for the Churchyard.] The Parish Council concluded that this needs to be discussed with NCC as the Parish should not cover the extra cost, and different equipment may be needed for infrequent cuts. Cllr Kirk to further discuss with NCC.

**Parking survey** - Jared Dunn attended the meeting to report on the results of the parking survey. The data extrapolation and initial results were first completed by K

Naylor and then by J Dunn. They jointly reviewed the work and subsequently re-reviewed the resulting graphs during a third meeting. The findings were presented to the working group for input and edits, shortly before the December Parish Council meeting.

The Clerk entered the data from the survey forms into a spreadsheet without the associated personal data. Mr Dunn had worked on this anonymised data set to analyse the data and produce graphics of the results. Mr Dunn talked through the resultant slides. Slides to be circulated to councillors and discussed at the meeting in January. Thanks were given to Mr Dunn and the K Naylor (Clerk) for the work undertaken in producing the results of the survey. It was unanimously agreed that the current Clerk should now delete all the personal details included in the survey. Thanks were to be given to the Co-op for hosting the submission box.

**Tree Survey** - Matty Robson had completed the autumn survey. No remedial work is required this winter. The report will follow.

**Telephone Kiosk** - Steve Robson had quoted £112.50 for the required EICR testing. It was unanimously agreed that he should be instructed.

**Bus Shelter** - applications had been submitted for the funding for cantilever bus shelters. It was agreed unanimously to include toughened glass, not polycarbonate. on the Allendale bus shelter which is to be installed next week.

**Isaac's well** - Cllr Dunn gave an update on Isaac's well [AVLHG project] and there would be requirement for some tarmacking. It was agreed to contact Karen Enright to see if NCC would contribute to any associated cost.

## **16. Correspondence**

12.6 **Arnison Terrace** - the Clerk was to follow this up.

12.10 **NCC Winter preparedness** - it was agreed this should be included on the website.

12.21 **PSPO** Cllr Kirk advised that the Village Hall committee were interested to know how violations should be reported. The Clerk was to ask NCC for official guidance.

12.28 **NCC Planning Services (Design Code Consultation)** - an on-line survey for residents. To be published on Parish Council website.

## **17 Finance**

### **17.1 Accounts for payment/Bank reconciliation**

Cllr Kirk proposed to accept the accounts for payment. This was seconded by Cllr Coulson.

**Community account balance** as of 30.11.25 = £ 5,767.73

**Commercial Instant Access Account** as of 30.11.25 = £10,590.17

**Public Sector Deposit Fund of CCLA balance** as of 31.10.25 = £55,000.00

As the bus shelter invoice would be paid in January Cllr Kirk proposed that £10k Be transferred from the CCLA account to the current account before the current Clerk leaves.

**17.2 To discuss the draft budget and precept and confirm this can be published for public comment.**

It was agreed that any sub-committees with potential costs to be included in the Budget for next year submit these before the January meeting for the final budget. The draft budget was to be publicised for public comment. A meeting of the Finance Sub-committee was to be held shortly after the New Year. Cllr Kirk proposed that the precept remain at £46k. This is to be confirmed once the Budget is confirmed.

**17.3 To confirm £27 insurance premium increase in respect of the BT kiosk. Agreed**

**18 Matters for 8 January 2026**

Discussion of parking survey results following councillor review of results

Isaac's well update, including discussion re tarmacking

Bus shelter funding update (if any) (Cllrs Jackson and Kirk)

Discussion of use of Allendale BT Kiosk

To discuss water supply arrangements at allotments (Cllr Archer)

To finalise the budget for 2026-2027 and the amount for precept and instruct Clerk to submit the paperwork by the due date

Conservation and Listed Building supplementary guidance document (working group)

Weed killing arrangements and qualifications (Villages sub-committee)

Memorial bench refurbishment contract (Cllr Dunn)

To formally note the tree survey results.

Cemetery headstone alignment and grave spacing and other updates from subcommittee (Cemetery subcommittee)

**February Meeting**

Planning for Parish Meeting on 12 March 2026

Small grant applications

Councillor Code of Conduct (Cllr Dunn)

School Path update following January meeting of governors (Cllr Foster)

Mower hire purchase agreement

**19. Closed session/confidential item**

None

**20. Date of next meeting – Thursday 8 January 2026, 7pm at St Cuthbert's Church Hall**

The meeting ended at 9.45pm