

# ROTHBURY PARISH COUNCIL

Minutes of an ordinary meeting of Rothbury Parish Council held on Wednesday 14th August 2024 commencing at 7pm in the Dovecote Room Jubilee Institute

**Those Present:** Cllr Colquitt (Chairman), Cllr Mrs Arkle, Cllr Mrs Dawson, Cllr Devlin, Cllr Sutton, Cllr Milne, Cllr Gordon.

**In Attendance:** C Miller (Clerk/Responsible Financial Officer), D Nicholson (Council Development and Support Officer), two members of the public

**RPC/149/24 Apologies for absence**

Cllr Old had given apologies due to a family commitment.

**RPC/150/24 Declaration of Members Interests**

There were no Declaration of Interests.

**RPC/151/24 Chairman's Opening Remark(s) (for information)**

Chairman reminded all to remain on topic, be respectful and constructive.

**RPC/152/24 Approval of Minutes of previous meeting held 10<sup>th</sup> July 2024**

**RESOLVED:**

Members agreed the minutes of the previous meeting were a true record,

**RPC/153/24 Garden/village maintenance and related issues**

**RPC/153/24/01 Monthly gardening report. Members are asked to consider report and issues arising**

There were no matters arising from the monthly gardening report.

**RPC/153/24/02 Waste bin at Ladies Bridge. Members to receive update from County Cllr in relation to possibility of County Council emptying a bin in the area**

No information had been received.

**RESOLVED:**

Chairman to request update via County Cllr.

**RPC/153/24/03 Rospa inspection report, Bike Track. Members are asked to consider engaging a bike track specialist/professional to provide advice on the Rospa report, and to carry out future bike track inspections**

Pete Laing Trail Design Ltd had been involved in the installation of the bike track and preparation of the Risk Assessment. The company advised the track should be inspected twice a year, and whilst on site they would be able to carry out surfacing repairs/re-shaping using hand tools.

**RESOLVED:**

Members agreed to accept the quotation from Pete Laing Trail Design at the cost of £336 plus VAT per site visit.

**RPC/153/24/04 Drain at Addycombe Play area. Further to Rospa inspection report, members to be advised County Council have confirmed the drain within the play area is the responsibility of the Parish Council.**

Further to inspection report relating to gullies/covers in the play area which were broken, rocking, causing a trip, missing or slippery, County Council had advised the drain would be the responsibility of the Parish Council. S&DO advised the 2019 County Council charter contained information relating to play area responsibilities, including drainage maintenance. NALC could be asked to consider the wider implications with NCC.

**RESOLVED:**

- 1.Clerk to seek further clarification from County Council.
- 2.Clerk to seek clarification drainage is included within the insurance policy.

**RPC/153/24/05 Damaged seat at Haugh car park. Members to receive report of seat damage. New seat to be purchased/installed, gross amount to be reimbursed from film company.**

**RESOLVED:**

Clerk to order replacement seating.

**RPC/153/24/06 Whitton Bank Cemetery drainage. Members to consider quotation(s) for survey of drainage system.**

Clerk advised two quotations had been received.

**RESOLVED:**

- 1.Members accepted the quotation of £695 plus VAT from Lanes Group.
- 2.Cllr Sutton to carry out dye procedure on drains.

**RPC/154/24 Planning**

*Public comments can be submitted via Northumberland County Council website:*

*Northumberland.gov.uk/Planning.aspx or via post to: Development Control, County Hall, Morpeth, NE61 2EF*

**RPC/154/24/01 Planning Applications received**

- 24/02388/FUL: Whitton Bank Cemetery, New storage shed – Parish Council the applicant.
- 24/02459/FUL: North Lodge, Cragside – Installation of sewage treatment plant – no objections.

**RPC/154/24/02 Approval of Planning Application received**

- 24/01340/LBC & 24/01339/FUL: Cragside House, Listed Building Consent for new replacement Lighting Protection System

**RPC/154/24/03 Coquetdale Neighbourhood Plan. Members to receive update.**

Hollingham Parish Council were to discuss becoming a part of the Neighbourhood Plan at their Parish Council meeting next week.

**RPC/154/24/04 Approval of Planning Application received**

Item listed on agenda twice in error.

**RPC/154/24/05 Notice of tree works permitted**

- 24/01599/FELTPO: Antons Leap, Hillside – Tree Preservation Order: Tree Works - T2 Beech, T3 Beech, T7 Sycamore, T10 & T11 Norway Spruce

RPC/155/24

Finance

RPC/155/24/01

Payments. Members are asked to approve the following payments. Chairman is asked to consider and sign the approved schedule against payments to be made.

PARISH COUNCIL BANK ACCOUNT				
PAYABLE TO	DETAILS	AMOUNT (GROSS)	NETT	VAT
Jubilee Institute	Additional meetings, August	£92.00		NIL
UCCT	June shoppers bus July shoppers bus	£64.00 £64.00		NIL
Newtown Engineering	Ride on mower, new deck drive belt	£94.20	£78.50	£15.70
Society of Local Council Clerks	Clerk training course. Introduction to Local Council Administration (ILCA)	£144	£120	£24
	Clerk webinar. Creating a strategic vision for shaping the future	£36	£30	£6
Employee	August Salary	£1106.88		NIL
NEST	August Pension (payable 2/9/24)	£117.21		NIL
National Association of Councillors	Membership fees for National Association of Councillors 2024/25	£248.40	£207.00	£41.40
M Evens	July maintenance	£1510.29		NIL
J Ayre	Spring bedding plants Summer bedding plants	£250.92 £297.26		NIL
Chirnell Construction	All Saints Churchyard wall repair	£2300		NIL
Angus Mcniff Tree Services	Removal of lime tree, All Saints Churchyard	£1600		NIL
Northumberland Estates	Annual rent in advance, Playground, North River Bank	£50.00		NIL

BURIAL BANK ACCOUNT	DETAILS	AMOUNT (GROSS)	NETT	VAT
Newtown Engineering	Ride on mower, repairs to mower cutter deck, drive system	£153.78	£128.15	£25.63
	Ride on mower, repairs to centre pivot assembly	£957.43	£797.86	£159.57
Employees	August Salary	£1993.54		NIL
NEST	August Pension (payable 2/9/24)	£178.81		NIL
M Evens	July maintenance	£928.00		NIL
Lloyds Bank	Bank charges, 10/6/24 to 9/7/24	£7.00		NIL

**RESOLVED:**

Members approved the payments

**RPC/155/24/02**

**The following payments have been made as per Financial Standing Order 5.6: Continuing Contracts and Obligations. Members to note payments. Chairman is asked to consider and sign the approved schedule against payments made.**

CEMETERY BANK ACCOUNT	DETAILS	AMOUNT (GROSS)	NETT	VAT
Lloyds Bank	Bank charges, 10/5/24 to 9/6/24	£7.85		NIL
Spar, Shell garage	Fuel, 16/7/24	£62.29	£51.91	£10.38
Spar, Shell garage	Fuel, 25/7/24	£54.73	£45.61	£9.12
Spar, Shell garage	Fuel, 5/8/24	£51.86	£43.22	£8.64
<b>PARISH BANK ACCOUNT</b>				
Imperative Training	Defibrillator pads, 23/7/24	£92.94	£77.45	£15.49

Members noted the payments.

**RPC/155/24/03**

**Budget/actual spend figures and bank reconciliations. Members are asked to consider the most recent budget/actual spend figures for Rothbury Parish Council and Rothbury Parish Council (RJBC)**

**RESOLVED:**

Members agreed the most recent budget/actual spend figures and bank reconciliations were a true record. Cllr Arkle signed bank reconciliations.

**RPC/155/34/04**      **Virement of funds, Cost Centre 200. Members are asked to approve transfer of funds of £500 from Unforeseen Budget (4290) to new budget heading, Interactive Signage (4200), to cover Garleigh Bank interactive signage electricity costs.**

**RESOLVED:**

Members agreed to transfer the funds.

**RPC/155/34/05**      **Virement of funds, Cost Centre 200. Members are asked to approve transfer of funds of £1500 from Unforeseen budget (4290) to Pension budget (4005) due to Clerk enrolling into Parish Council pension scheme**

**RESOLVED:**

Members agreed to transfer the funds.

**RPC/155/34/06**      **Virement of funds, Cost Centre 500. Members are asked to approve transfer of funds of £4000 from Unforeseen budget (4995) to Repairs and renewals budget (4740) to cover cost of replacement sit on grasscutting machinery**

**RESOLVED:**

Members agreed to transfer the funds.

**RPC/155/34/07**      **Virement of funds, Cost Centre 200. Members are asked to approve transfer of funds of £1500 from Unforeseen Budget (4290) to Staffing budget (4010) to cover unforeseen payment relating to year ending 31/3/24, and in the event an outside organisation requires engagement**

**RESOLVED:**

Members agreed to transfer the funds.

**RPC/155/34/08**      **Dedicated Parish Council office. Members are asked to consider the Cragside Room, Jubilee Institute, as a dedicated office, at the cost of £1500/annum. Meetings would continue to be held in the Dovecote Room.**

**RESOLVED:**

1. Members agreed that the Cragside Room was not suitable.
2. Further consideration of suitable accommodation was delegated to the Clerk, in consultation with the Chairman and Vice Chairman. Clerk to prepare report for next meeting.

**RPC/155/34/09**      **Adjustment to HMRC payment approved at RPC meeting 10/7/24. Clerk to advise members that the figure of £1028 payable to HMRC differed to that taken by Direct Debit, being £1939.22.**

Further to Joint Burial Committee HMRC account being shut down, an error had occurred during employee transfer to Parish Council account. Credit to be raised by HMRC.

**RPC/155/34/10**      **Sit on grasscutting machinery, Whitton Bank Cemetery. Members to consider purchase of new equipment and quotation(s) received.**

The Council agreed earlier in the year to seek quotations for replacement sit on grasscutting machinery. Clerk advised a third quotation was awaited.

**RPC/156/24**      **Traffic Management, Public Signage and information Boards Working Group. Members to receive update.**

Due to the anticipated zebra crossing going ahead, further traffic management options could become available.

County Council Officer R Mckenzie had produced proposals for submission to Borderlands funding.

**RESOLVED:**

Clerk to contact R Mckenzie and suggest a village walkabout be arranged with the Working Group.

**RPC/157/24 Parish Council Governance Review. Members to receive update.**

Communications and internal controls of importance. Internal controls were mainly the responsibility of members. Meeting with Chairman, Vice Chairman, Clerk and S&DO to be arranged to discuss areas to be looked at sequentially over September, October and November. Items from internal audit to be considered at the meeting. The next Cllr training via the National Association of Councillors would cover the Respect agenda.

**ACTION:**

S&DO to circulate proposed dates to commence governance review.

**RPC/158/24 County Councillor update. Members to receive update.**

County Cllr not present.

**RPC/159/24 Borderlands Place Programme. Members to receive update.**

Business hub and town centre improvement proposals had been submitted.

**RPC/160/24 Local Transport Requests 2025-2026. Members to consider areas for inclusion.**

- 1.Clerk to distribute criteria for Local Transport Plan requests.
- 2.Clerk to display LTP criteria on Parish Council website, facebook page, and noticeboard to gauge public opinion.

**RPC/161/24 Wildlife and Countryside Act 1981, Definitive Map Modification Order (No 4) 2024 – BOAT No 40 and Footpath No 45 (Parish of Rothbury). Members to receive confirmation of order.**

Confirmation related to the addition of BOAT No 40 Junction of Wagtail Lane and Wagtail Road, 10m north of 15 Lordenshaw Drive. Footpath No 45 to be amended from the Southern end of BOAT No 40 in a south-easterly direction by Craghead to join Footpath No 6 in parish of Brinkburn.

**RPC/162/24 Installation of new solar panels and batteries, Jubilee Institute. Members to receive information from Jubilee Institute Committee.**

Jubilee Institute Committee advised solar panels on the roof were to be replaced with a new Tesla battery system, the third element of the project to reduce carbon footprint, energy consumption and provide the hall with battery backup power in the event of a power cut.

**RPC/163/24 Town and Parish Council Conference, County Hall, 3/10/24. Members to receive invite.**

Members noted the date of the Town and Parish Council Conference.

**RESOLVED:**

Cllr Sutton to attend.

**RPC/164/24 Northumberland County Council. Members to consider consultation Rights of Way Improvement Plan**

Consultation open until 18/10/24. NCC vision is for a well-managed, accessible, safe and interconnected network of Public Rights of Way and countryside access for all users. Document sets out how NCC will identify, prioritise and plan improvements across the network for the next ten years.

**RESOLVED:**

Clerk to contact Climate and Nature Transport group and advise of the consultation.

**RPC/165/24                      Off road scramble bike users on Carriagedrive. Members to consider concerns received relating to use of the carriagedrive.**

Concerns had been received about grass on carriagedrive, near to Gimmerknowe entrance becoming destroyed by bikers using it as a track. Clerk had contacted the landowner, Cragside Estates, who were looking into the matter.

**RPC/166/24                      Northumberland County Council. Members to receive Climate Change Action Plan 2024 to 2026**

Clerk had been advised Parish Council's requires a biodiversity plan. However Parish Council's have to be realistic, being minor players in climate change.

**RESOLVED:**

1.Consideration of a biodiversity policy to be added to September meeting agenda.

**RPC/167/24                      Procedure for delegation of authority. Members to consider and approve formal procedure and proforma(s) in relation to delegation of authority**

Most delegation of authorities will be dealt with easily and recorded as a meeting minute and reported back to the Council. Delegation cannot be given to one person, apart from the Parish Clerk/Proper Officer. There could be some complicated matters to be delegated, and delegation in this circumstance could be given to a committee. The procedure does not need to be over complicated, but has to be robust to protect the authority and the public beyond. A process for this, including exceptional circumstances and actions required when the Proper Officer cannot be present to advise will be presented to a future meeting. The establishment of a Finance Committee would strengthen the ability to oversee any monetary implications, and will be considered as part of the governance review.

**RESOLVED:**

Support and Development Officer to produce report for decision at September meeting.

**RPC/168/24                      To receive urgent items/items for next Meeting**

Camper vans and motor homes were frequently parked overnight at Beggars Rigg. Dedicated camper van parking at Haugh Car Park had previously been considered by County Council, possibilities could be combined with Borderland funding. Matter to be added to September meeting agenda - County Cllr to be advised, who could liaise with County Council. Cllr Milne understood no action was to be taken in repairing the swimming pool at Middle School. The decision was due to a lack of funding.

**RPC/169/24                      Date of next meeting**

The next meeting of Rothbury Parish Council will be held on Wednesday 11<sup>th</sup> September 2024 commencing 7pm in the Dovecote Room, Jubilee Institute.

**PART II**

**The Council is invited to consider the following resolution: That under the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during consideration of the following items on the agenda, as the item involves the discussion of personal information.**

**RESOLVED:**

Members agreed to enter private session.

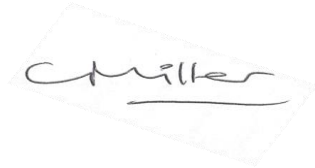
**RPC/170/24                      Provision of Occupational Health Service. Members to consider entering into a contract with outside organisation.**

**RESOLVED:**

As it was 9pm Standing Orders were suspended.

Members were of the view that by engaging in a contract with Occupational Health it would be a visible demonstration that they would be exercising their duty of care to employees.

Members agreed to enter into an agreement with Northumberland County Council.

A handwritten signature in black ink that reads "C. Miller". The signature is written on a white rectangular background that has a faint, light blue grid pattern.

Claire Miller, Claire/RFO

The meeting closed at 915pm

DRAFT