

**Minutes of ordinary meeting of Rothbury Parish Council held on Wednesday 9<sup>th</sup> February 2022 commencing 7pm in the Dovecote Room Jubilee Institute,**

**Those Present:** Cllr Sutton (Chairman), Cllr Mrs Arkle, Cllr Bridgett, Cllr Colquitt, Cllr Mrs Dawson, Cllr Devlin, Cllr Hooks, Cllr Mrs Milne, Cllr Milne, C Miller (Clerk)

**In attendance for part of the meeting:** M Evens (Village Gardeners), B Beatty, C Lickiss (Bike Track Committee) Sean Scott, (Northumberland Tree Survey)

**RPC/19/22                      Apologies for absence**

There were no apologies for absence.

**RPC/20/22                      Declaration of Members Interests**

There were no Declaration of Members Interests.

**RPC/21/11                      Meeting with Northumberland Tree Survey**

Sean Scott of Northumberland Tree Surveys had carried out tree inspections December 2021. The VALID tree strategy relies on casual observations/passive risk assessment, particularly in the village centre with a high footfall, and people sitting on seats underneath trees. There should be a common sense approach to managing tree stock - the parish tree warden group would be ideal to assist with this - and a professional survey carried out every 3 – 5 years. Queries/requests for advice can be forwarded to Sean at any time and he will advise/attend site at no cost.

**RPC/22/22                      Minutes of previous meeting held 12th January 2022**

It was resolved the minutes of the previous meeting held 12 January 2022 be accepted as a true record.

**RPC/23/22                      Garden/village maintenance and related issues**

**RPC/23/22/01                      To receive monthly gardening report**

As work had been carried out in All Saints Churchyard, it had been noted the North wall, along with the East wall at Haw Hill Cemetery were in need of repair, and site meeting would be held to consider work requirements. Gardeners had constructed bin surround for additional bin capacity previously agreed by the Parish Council, and it was resolved additional receptacles would be arranged.

**RPC/23/22/02                      To receive update on application to Land Registry regarding village greens in front of Church House**

Nothing to report.

**RPC/23/22/03                      To receive update on application to Land Registry regarding village greens already owned by RPC**

Land Registry were requesting an approximate value of the land and it was resolved to state the areas would come under the lowest band (1), at a value between £80,000 and £100,000.

**RPC/23/22/04                      To consider findings from professional tree report(s)/adoption of VALID tree inspection regime**

Village gardeners actioning minor works, with I Longstaff to provide quotation for more involved work.

**RPC/23/22/05                      To consider request for commemorative seat on village green**

It was resolved to approve the request for commemorative seat and plaque on village green in front of the old Doctor's Surgery.

**RPC/23/22/06                      To consider using mini digger for clearance works on triangle near to First School**

Rothbury Joint Burial Committee had agreed to the loan of the mini digger, should it be required for concrete clearance works, however there would be insurance implications. If it should need to be used for future works in the parish, insurance cover would be sought.

**RPC/23/22/07 To consider request for information board near to First School**

Request to place information board had been received by Climate and Nature. It would relate to the history of the triangle piece of land, and it was agreed the Parish Council supported the proposal, however landowner permission would be required. Clerk to request further details of proposal from Climate and Nature.

**RPC/24/22 To receive update on land for proposed new toilet block**

Nothing to report.

**RPC/25/22 Rothbury Bike Track, to receive progress on construction of bike track**

**RPC/25/22/01 To approve proposals and costs of £1458.75 + VAT from County Council to improve road safety for users of the bike track**

Bike track opening day event planned for the weekend of 23/24 April 2022. Professional Risk Assessments prepared. Insurance company had confirmed as the lease was in the name of RPC, this would be sufficient to include the site in the RPC insurance policy. The build 95% complete with entrance tarmacking, barrier fencing and chicane barrier to slow children down to be installed. It was resolved to approve the proposals and costs of £1458.75 + VAT for road safety users of the bike track, but to also request SLOW markings on the road. Additional funding for children's training events had been applied for. Thanks given to the Committee for the hard work carried out. Procedures for relocating Youth Shelter to be confirmed. Committee gave thanks for the support the Parish Council had given to the project.

**RPC/26/22 To consider communications between Parish Council and residents**

**RPC/26/22/01 To receive update on upgrade of Parish Council web-site in order to improve communications between Parish Council and residents**

Web-site ready to go live, with redundant links having been removed. Clerk to upload Cllr/employee photographs in due course.

**RPC/26/22/02 To approve printing costs and distribution of Parish Council newsletter**

The Post Office had indicated distribution would only be available through the whole NE65 7 area, which included dwellings beyond the edge of Rothbury. Three printing companies had been approached with no firm quotations received. A further option being to purchase a printer and look at a local distributor - Clerk had met with Jubilee Institute who were to provide a quotation to rent a small storage room in the hall. Community groups, such as the scouts, could be contacted to see if they would be willing to distribute a newsletter. Matter to be discussed further at next RPC meeting.

**RPC/27/22 Planning**

*Public comments can be submitted via Northumberland County Council web-site:*

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

**RPC/27/22/01 Planning applications received**

- 22/00289/FUL: Percy Cottage, Church Street – Change of use/conversion of two-storey workshop to extend existing dwelling, single storey rear extension and new timber sash windows and doors – no objections

**RPC/27/22/02 Approval of Planning Application received**

- 21/04427/FUL, High House Hillside – demolition of ground floor single storey extension and conservatory to rear of dwelling; construction of new ground floor single storey extension to rear of dwelling
- 21/00255/FELTPO: TPO – Somerton House, Hillside

- 21/03106/FUL: Demolition of the existing convenience store (Class E) and construction of a new retail foodstore (Class E) to be occupied by Co-operative Food Ltd/Mace Convenience Store, Townfoot

**RPC/27/22/03 To receive update from Mid-Coquetdale Neighbourhood Plan Steering Group**  
Thursday(s) to be the favoured day for re-starting the Group, with dates to be confirmed.

**RPC/27/22/04 Refusal of Planning Application received**

- 21/04991/FELTPO: Rectory Garden House, Prospect Terrace - TPO

**RPC/27/22/05 Planning Application NO 21/03106/FUL: Demolition of the existing convenience store (Class E) and construction of a new retail foodstore (Class E) to be occupied by Co-operative Food Ltd/Mace Convenience Store, Townfoot – to consider contacting the CO-OP and Sansec Ltd, to suggest times when construction vehicles/deliveries should be avoided, further to the planning application having received approval**  
Plan had been approved which included agreement of a monitoring period of twelve months, and if any concerns arose relating to parking/road safety, the CO-OP would have to put in mitigating measures. In terms of highway safety for young people, it was resolved to request construction deliveries be kept to certain times of the day, and should not be permitted between 745am to 915am, and 3pm to 5pm – Clerk to contact Northumberland County Council Planning Officer, CO-OP and Sansec Ltd. As part of the conditions, when the store is complete the bus stop would be moved further East.

**RPC/28/22 Finance**

**RPC/28/22/01 To approve the following payments**

<b>PARISH COUNCIL</b>				
<b>PAYABLE TO</b>	<b>DETAILS</b>	<b>AMOUNT (GROSS)</b>	<b>NETT</b>	<b>VAT</b>
Jubilee Institute	Rent of meeting room, December 2021	£27		
Staff Costs	Staff/HMRC	£1226.84		
The Stephen Carey Fund	Defib pads	£45.00		
Robson & Cowan	Lawnmower service	£143.03	£119.19	£23.84
UCCT	December shoppers bus	£80.00		
Northumberland Estates	Rent for Allotment land	£100		
	Rent for North river bank	£50		
M Evens	January village maintenance	£1072.75		
<b>JOINT BURIAL COMMITTEE</b>				
<b>PAYABLE TO</b>	<b>DETAILS</b>	<b>AMOUNT (GROSS)</b>	<b>NETT</b>	<b>VAT</b>
Jubilee Institute	Rent of meeting room, December 2021	£9		
Staff costs	Employees/Pension/HMRC	£2209.75		
Elsdon Memorials	Repair to headstone damaged during Storm Arwen	£331.00		
M Evens	January burial ground duties	£671.25		

T W Aldersons	Undercoat	£15.45	£2.58	£12.87
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It was resolved to approve the payments.

RPC/28/22/02 To approve transfer of funds between Rothbury Joint Burial Committee budgets:

Transfer from/Amount	Current Budget	Transfer to	Current Budget	Revised Budget	Reason
Grasscutter	£6,000	£100 to Fuel	£850	£950	Grasscutting currently being actioned, due to mild climate
Grasscutter	<b>Revised Budget</b>				
	<b>£5,900</b>				

RPC/28/22/03 To approve transfer of funds between Rothbury Parish Council budgets:

Transfer from/Amount	Current Budget	Transfer to	Current Budget	Revised Budget	Reason
Reserves (unforeseen/contingency)	£22350	£30 to Subscriptions	£760	£790	Increase in NALC subscription
		£200 to Meeting Room	£250	£450	Increase in meetings during 2021-2022
Reserves (unforeseen/contingency)	<b>Revised Budget</b>				
	<b>£22120</b>				

It was resolved to approve the transfer of funds between budget headings.

**RPC/28/22/04 To consider request for grant from Citizens Advice Northumberland**  
**Section 137 of the Local Government Act 1972 gives the Council the power to incur expenditure which in their opinion is in the interests of and will bring direct benefit to their area or any part of it or all or some of its inhabitants.**

It was resolved to grant £500 to Citizens Advice Northumberland.

**RPC/28/22/05 To consider the most up to date financial statements for Rothbury Parish Council and Rothbury Parish Council (RJBC) – receipts and payments; budget; bank reconciliation**

It was resolved the most up to date financial statements for Rothbury Parish Council and Rothbury Parish Council (RJBC) were a true record. Cllr Mrs Arkle to sign bank reconciliations.

**RPC/29/22 To receive update on Borderlands Place Programme which includes proposals for traffic reorganisation in village centre**

**RPC/29/22/01 Election of two Parish Cllrs as Board Members**

Cllr's Mrs Arkle and Colquitt elected as Board Members.

**RPC/30/22 To receive County Councillor update**

Road to be closed at Debdon bridge for parapet repairs for three weeks from 14/3/22. Give Way signage and Give Way markings would be of benefit, with County Cllr having requested these. County Council to vote against the County Council budget proposals for the forthcoming financial year, which included 9.3million for Todburn road repairs. A proposal to be presented to Jubilee Hall Committee for the facility to become a main centre in the area for any emergencies going forward, with Northern Powergrid to fund a generator to power the whole hall, and

proposals to utilise County Cllr budget for hiring a room in the hall as a Command Site, equipped with electronic equipment/printing facility/dedicated telephone line. EE had provisionally agreed to install a mini mast on top of the hall. A number of volunteers in different areas had come forward to assist in emergencies, external PA systems to be installed on 999 service(s) vehicles. A photocopier may be acquired which could possibly be used by RPC for printing of a newsletter.

Cllr Colquitt reported the RPC Crises Management Working Group had made good progress, and had met with Northumberland County Council Resilience Manager. There appears to be duplication between this and the progress detailed above, and the two groups should be working together. The next meeting scheduled for 2/3/22, it was extremely important the County Cllr attend, and if this date was not convenient the meeting would be rescheduled.

Interactive signage and new road signage to be erected at development at the top of Garleigh Road, once construction and associated works had been completed.

**RPC/31/22                      Whitton Bank Cemetery**

**RPC/31/22/01                To approve quotation for replacement door/frame repairs to sheds**

It was resolved to approve labour costs of £1420, and material costs of £1320.

**RPC/31/22/02                To receive update on proposals regarding diverting the stream, to enable the current extension land at the burial ground to be utilised for burials**

Nothing to report.

**RPC/31/22/03                To approve the following BACS/Direct Debit payments for 2022-2023 due to contractual obligations: Employees - salary and pension; HMRC - PAYE; Npower - electricity; Anglian Water - water & sewage charge; Northumberland County Council - renewal of garden waste bin**

It was resolved to approve BACS/Direct Debit payments for 2022-2023 due to contractual obligations for salary and pension; HMRC - PAYE; Npower - electricity; Anglian Water - water & sewage charge; Northumberland County Council - renewal of garden waste bin, and to which Rothbury Joint Burial Committee had agreed at their meeting 7/2/22

**RPC/31/22/04                To approve weekly purchase of fuel for grasscutting equipment 2022-2023 using bank account debit card**

It was resolved to approve weekly purchase of fuel for grasscutting equipment 2022-2023 using bank account debit card, and to which Rothbury Joint Burial Committee had agreed at their meeting 7/2/22.

**RPC/32/22                      To consider amendments to Code of Conduct**

Northumberland Association of Local Council's Code of Conduct training to be held electronically 10/2/22.

**RPC/33/22                      To consider plans for 2022 Queen Elizabeth celebrations**

**RPC/33/22/01                To receive update on charity walk/tea party**

Meeting had been held with parishioner who is planning a charity walk/tea party in aid of Cancer Research on Saturday 4/6/22, and who wished to purchase medals for children involved in the walk.

**RPC/33/22/02                To receive update on arrangements for beacon and town crier events**

Applications for town crier to be considered at March meeting. Chairman to construct beacon with the assistance of mechanical engineer, and which would be gas certified.

**RPC/34/22                      To consider future of Rothbury Post Office**

Clerk had made contact with Post Office representative to enquire about post office arrangements from the middle of March 2022 onwards, when the newsagent is due to close, with confirmation awaited. It was assumed a temporary service would be available in the current CO-OP building.

**RPC/35/22                      Crises Management**

**RPC/35/22/01                To receive findings from Crises Management Working Group retrospective workshop**

Progress had been made over the past month. Two Working Group meetings had been productive with retrospective on Storm Arwen held, and learning points grouped together resulting in five action points. A communications plan to be drafted. Available datasets within the valley of importance. Northumberland County Council Resilience Officer enthusiastic about working with the group, and to provide training and table top exercises. Linkage with other parishes of importance, with Wooler Parish Council having been contacted for advice, due to their pro-active response during Storm Arwen. Hesleyhurst Parish Council to join Working Group, and local Flood Group willing to assist. NCC Resilience Officer to brief on Civil Contingencies Act. Next meeting of Working Group 2/3/22.

**RPC/35/22/02                To consider response to Northumberland County Council Storm Arwen Review**

Retrospective workshop results had been shared with Resilience Officer, and it was agreed to forward the report to the Storm Arwen Review committee.

**RPC/36/22                      Annual Review and approval of Asset Registers**

Asset Registers for RPC and RJBC reviewed and accepted as a true record, with Joint Burial Committee agreeing at their meeting 7/2/22 to accept the burial asset register, with the addition of record keeping/financial items. There was a query with the cemetery lodge being held in the name of four trustees, as the Thropton Parish Council trustee was no longer a Parish Cllr, with Clerk to seek professional advice.

**RPC/37/22                      Annual review and approval of Risk Assessments**

Risk Assessments reviewed and it was resolved they were acceptable for the current needs of the Parish Council, subject to amendment to "Members Conduct, Registers of Interests and gifts and hospitality in place – Members to declare any gifts or hospitality (over £25K in value)," amended to (over £50 in value).

**RPC/38/22                      To consider Parish Council assistance to Armed Service Veterans**

There were ex members of the Armed Forces in the community who were struggling with little support. Jackie Rowell of Northumberland County Council and Gordon Castle, County Cllr for Alnwick could assist. Working Group agreed as Cllr's Mrs Milne, Arkle, Colquitt, Milne and Sutton, to consider action RPC can take.

**RPC/39/22                      To receive urgent business/items for next meeting**

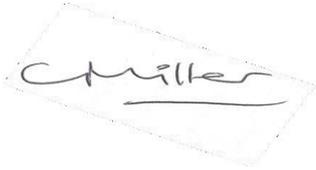
There was no urgent business/items for next meeting.

**RPC/40/22                      Date of Next Meeting**

The next meeting of Rothbury Parish Council will be held on Wednesday 9<sup>th</sup> March 2022 commencing 730pm in the Dovecote Room, Jubilee Institute.

**RPC/41/22                      To confirm date of 2022 Annual Assembly of the Parish**

It was resolved to hold the 2022 Annual Assembly of the Parish on Wednesday 11<sup>th</sup> May 2022 commencing 7pm, before the Annual Parish Council meeting.

A handwritten signature in black ink that reads "C. Miller". The signature is written on a light-colored, slightly textured rectangular background.

Claire Miller, Parish Clerk

The meeting closed at 9pm

DRAFT