

# ROTHBURY PARISH COUNCIL

## AGENDA PAPER

You are hereby summoned to attend an ordinary meeting of Rothbury Parish Council to be held on Wednesday 9<sup>th</sup> February 2022 commencing 7pm in the Dovecote Room Jubilee Institute, for the purpose of transacting the business contained within this Agenda. The public are welcome to observe and parishioners may attend from 6.45pm, before the meeting commences, to ask public questions.

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

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

*Members are invited to disclose any Disclosable Pecuniary Interests or other personal interests they may have in any of the items of business on the agenda in accordance with the Code of Conduct*

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

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

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

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

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

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

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

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

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

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

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

**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

**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

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

**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

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

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

**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 Rent for North river bank	£100 £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

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

<b>Transfer from/Amount</b>	<b>Current Budget</b>	<b>Transfer to</b>	<b>Current Budget</b>	<b>Revised Budget</b>	<b>Reason</b>
Grasscutter	<b>£6,000</b>	£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:

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

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.

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

**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

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

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

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

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

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

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

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

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

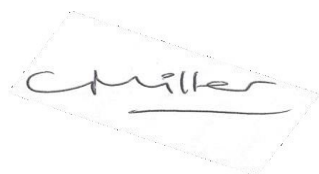
RPC/33/22/01 To receive update on charity walk/tea party

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

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

**RPC/35/22 Crises Management**

- RPC/35/22/01 To receive findings from Crises Management Working Group retrospective workshop  
RPC/35/22/02 To consider response to Northumberland County Council Storm Arwen Review
- RPC/36/22 Annual Review and approval of Asset Registers**
- RPC/37/22 Annual Review and approval of Risk Assessments**
- RPC/38/22 To consider Parish Council assistance to Armed Service Veterans**
- RPC/39/22 To receive urgent business/items for next meeting**
- RPC/40/22 Date of Next Meeting**
- RPC/41/22 To confirm date of 2022 Annual Assembly of the Parish**

A handwritten signature in black ink, appearing to read 'C. Miller', is enclosed within a faint, rectangular border. The signature is written in a cursive style.

Claire Miller, Parish Clerk

3rd February 2021