

**Minutes of ordinary meeting of Rothbury Parish Council held on Wednesday 12<sup>th</sup> January 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 Hooks, Cllr Mrs Milne, Cllr Milne, C Miller (Clerk)

**RPC/1/22                      Apologies for absence**

Cllr Devlin

**RPC/2/22                      Declaration of Members Interests**

There were no declaration of members interests.

**RPC/3/22                      Minutes of previous meeting held 8<sup>th</sup> December 2021**

It was resolved that the minutes of the previous meeting held 8<sup>th</sup> December 2021 be accepted as a true record.

**RPC/4/22                      Garden/village maintenance and related issues**

**RPC/4/22/01                      To receive monthly gardening report**

There were no matters arising from the monthly gardening report.

**RPC/4/22/02                      To consider asking Climate and Nature to maintain triangle part of land near to First School on behalf of RPC**

It was resolved to inform Climate and Nature if they wished to maintain the land the Parish Council would not object, however as the Council does not own the land they could not grant formal permission, but were in favour of the land being maintained.

**RPC/4/22/03                      To receive update on application to Land Registry regarding village greens in front of Church House**

RAW Clark had advised many Solicitors were still operating a very limited service - as were lenders, local authorities and the Land Registry, and these factors were causing delays in most transactions beyond their control, but they were actioning the application to the Land Registry.

Cllr Sutton had been approached by a contractor who had been asked to put a concrete hardstanding on the unregistered part of the village green, inside the marquee, however this was within the conservation area, and planning permission would be required. Cllr Bridgett declared an interest. It was understood the permission for the marquee on the green had elapsed 1<sup>st</sup> January 2022.

**RPC/4/22/04                      To receive update on application to Land Registry regarding village greens already owned by RPC**

Solicitor had confirmed an application had been made to the Land Registry to obtain official documentation that the Parish Council owned the village greens.

**RPC/4/22/05                      To consider findings from professional tree report(s)/adoption of VALID tree inspection regime**

Village gardeners to carry out urgent work. Northumberland Tree Surveys to attend February meeting to advise on VALID tree inspection regime.

**RPC/5/22                      To receive update on land for proposed new toilet block**

Cllr Bridgett had met with Northumberland Estates and who had confirmed they were to consider land for the proposed toilet block and advise in due course.

**RPC/6/22** Rothbury Bike Track, to receive progress on construction of bike track  
**RPC/6/22/01** To receive update on County Council proposals to improve road safety for users of the bike track

Richard Mckenzie had confirmed the road safety proposals would take 2 to 3 months to design, depending on workload.

**RPC/7/22** To consider communications between Parish Council and residents  
**RPC/7/22/01** To receive update on upgrade of Parish Council web-site in order to improve communications between Parish Council and residents

Beta version of web-site available, with all in support of the improvements. There was an option to upload photographs of Cllrs and Staff to the upgraded site.

**RPC/7/22/02** To approve printing costs and distribution of Parish Council newsletter via Post Office

Cllr Devlin had approached three North East Royal Mail partnered printer companies, with one response received confirming Royal Mail would only deliver to the whole NE65 7Q postcode, not just Rothbury parish. They suggested trying local "Solus leaflet distribution" companies who Cllr Devlin had approached with response(s) awaited. A further option would be to purchase a large printer, capital cost would be high but production of a newsletter would be at a much lower cost, and within full Council control. However this would need sited, and it could be possible to rent some space in the Jubilee Institute. Further to Storm Arwen, the County Council were looking into having a dedicated room for Crisis Management within the Institute, where the Parish Council may be able to store a printer. Clerk to contact Jubilee Institute to enquire about the feasibility of renting a dedicated Parish Council room.

**RPC/8/22** Planning

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

[Northumberland.gov.uk/Planning.aspx](http://Northumberland.gov.uk/Planning.aspx) or via post to: Development Control, County Hall, Morpeth, NE61 2EF

**RPC/8/22/01** Approval of Planning Application received

- 21/00626/FUL & 21/00627/LBC: Congregational Hall – roof rear, construction of rear porch, pedestrian access to garden

**RPC/8/22/02** To receive update from Mid-Coquetdale Neighbourhood Plan Steering Group

Next meeting of group to be confirmed in due course.

**RPC/8/22/03** To consider amended plans relating to 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

Amended plans included one large accessible parking bay in front, 2EV charging bays to front (which could only be used by electric vehicles) and west of shop, and the bus stop moved East. It was agreed these proposals would create further traffic management problems. The application to be heard at the Planning Committee, County Hall 20/1/22 at 1pm. Clerk to contact Cllr Devlin and ask if he could attend and speak/object to the proposals on behalf of the Parish Council.

**RPC/9/22** Finance

**RPC/9/22/01** To approve the following payments

PARISH COUNCIL				
PAYABLE TO	DETAILS	AMOUNT (GROSS)	NETT	VAT
Jubilee Institute	Rent of meeting room November; Neighbourhood Plan meetings	£54.00		

UCCT	November shopping bus	£64.00		
Staff	Staff costs	£1026.79		
Thropton Parish Council	Coquetdale Cluster fee y/3 31.3.22	£98.10		
M Evens	December village maintenance	£385.35		
Northumberland Tree Surveys	Tree Surveys, village green and closed churchyards	£510		
<b>JOINT BURIAL COMMITTEE</b>				
<b>PAYABLE TO</b>	<b>DETAILS</b>	<b>AMOUNT (GROSS)</b>	<b>NETT</b>	<b>VAT</b>
Rontec	Fuel	£27.66	£23.05	£4.61
Amazon	Heater for staff facilities	£39.95	£33.29	£6.66
Northumbrian Water	Quarterly water charges	£55.05		
Staff	Staff costs	£1732.19		
Newtown Engineering	Grasscutter service/repair/screws	£232.31	£193.59	£38.72
B Davison	Reimbursement of exclusive right of burial for 100 years	£153		
Education Partnership North East	Chemical spray training	£200		
M Evens	December cemetery duties	£896.77		
Northumberland Tree Surveys	Whitton Bank Cemetery	£240		

It was resolved to approve the payments.

**RPC/9/22/02 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/9/22/03 To approve Rothbury Parish Council and Rothbury Parish Council (RJBC) budgets 2022-2023**

It was resolved to approve Rothbury Parish Council and Rothbury Parish Council (RJBC) budgets for 2022-2023. The Joint Burial Committee had considered the budget at their meeting 13/12/21 and were in agreement.

**RPC/9/22/04 To approve Rothbury Parish Council precept requirements of £70,000, and Rothbury Parish Council Joint Burial Committee precept requirements of £40669.50 for 2022-2023**

It was resolved to approve the Parish Council precept requirements of £70,000, and £40669.50 contribution to the Rothbury Joint Burial Committee precept.

**RPC/9/22/05**            **To receive acknowledgement of grant from Great North Air Ambulance**  
Grant acknowledgement noted.

**RPC/10/22**            **To receive update on Borderlands Place Programme which includes proposals for traffic reorganisation in village centre**

Findings from the stakeholder mapping session held with the Parish Council December 2021 should be available by the end of January 2022.

**RPC/11/22**            **To receive County Councillor update**

Proposals regarding Rothbury swimming pool would be considered by Cabinet later this month.  
Meeting with NHS Trust to be held 13/1/22, where future use of the Cottage Hospital would be confirmed.

**RPC/12/22**            **Whitton Bank Cemetery**

**RPC/12/22/01**        **To approve quotation for replacement door/frame repairs to sheds**

A further quotation had been received for labour only, with quotes awaited for materials the Parish Council would purchase directly. Quotes to be approved once material price received.

**RPC/12/22/02**        **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/12/22/03**        **To approve Joint Burial Committee Constitution further to amendments relating to precept percentage splits y/e 31/3/22**

It was resolved to approve the amendments to the Joint Burial Committee Constitution relating to precept percentage splits 2022-2023.

**RPC/12/22/04**        **To approve works to re-lay paths at bottom wall of burial ground, at an approximate cost of £280 + VAT.**

It was resolved to approve works to re-lay paths at the bottom wall of the burial ground, at an approximate cost of £280 + VAT, and to which the Joint Burial Committee had considered at their meeting held 13/12/21, and were in agreement with.

**RPC/12/22/05**        **To approve purchase of ropes and ply boards to assist mini digger movement**

It was resolved to approve purchase of ropes and ply boards to assist mini digger movement, and to which the Joint Burial Committee had considered at their meeting held 13/12/21, and were in agreement with.

**RPC/13/22**            **To consider amendments to Code of Conduct**

Cllr Colquitt to speak to Stephen Rickitt of Northumberland Association of Local Council's regarding amendments to the Code the National Association of Local Council's were advising.

**RPC/14/22**            **To consider plans for 2022 Queen Elizabeth celebrations**

**RPC/14/22/01**        **To consider proposal for charity walk on carriage drive/tea party on village green**

A parishioner had offered to organise a charity walk on the carriage drive and tea party on the village green Saturday 4<sup>th</sup> June 2022. Cllr Mrs Milne and Clerk to arrange meeting with parishioner

**RPC/14/22/02**        **To consider arrangements for beacon and town crier events**

A gas brazier would be the preferred option for lighting on 2/6/22.

A further article would be placed in Bridges magazine seeking interested parties to be the town crier for the day.

**RPC/15/22 To consider future of Rothbury Post Office**

The future of the Post Office was currently unknown due to proposals for re-locating the CO-OP. Cllr Sutton to speak to newsagent proprietor and seek clarification.

**RPC/16/22 To approve Terms of Reference for RPC Crises Management Working Group**

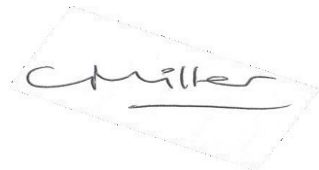
It was resolved to approve the Terms of Reference for RPC Crises Management Working Group. The membership to be Cllr's Colquitt, Mrs Milne, Sutton, Devlin, Milne, C Miller (Clerk), and representatives from Mountain Rescue, UCCT, County Council and Rothbury Practice. A retrospective workshop to be held 26/1/22, which would be used as a basis to move forward. All Parish Cllr's welcome to attend.

**RPC/17/22 To receive urgent business/items for next meeting**

There was no urgent business/items for next meeting.

**RPC/18/22 Date of Next Meeting**

The next meeting of Rothbury Parish Council will be held on Wednesday 9<sup>th</sup> February 2022 commencing 7pm in the Dovecote Room Jubilee Institute.



Claire Miller, Parish Clerk  
The meeting closed at 815pm

DRAFT