

Minutes of ordinary meeting of Rothbury Parish Council held on Wednesday 9th March 2022 commencing 7pm in the Dovecote Room Jubilee Institute

Those Present: Cllr Sutton (Chairman), Cllr Mrs Arkle, Cllr Mrs Dawson, Cllr Devlin, Cllr Hooks, Cllr Mrs Milne, Cllr Milne, C Miller (Clerk), K Scott (part of meeting)

RPC/42/22 Apologies for absence

Cllr Colquitt, Cllr Bridgett

RPC/43/22 Declaration of Members Interests

Cllr Mrs Arkle declared an interest in Planning Application, Plot 9, Hillside West.

Clls's Devlin, Milne, Mrs Milne and Mrs Arkle declared an interest in payments for Code of Conduct training.

RPC/44/22 Minutes of previous meeting held 9th February 2022

It was resolved that the minutes of the previous meeting held 9th February 2022 be accepted as a true record.

RPC/45/22 Garden/village maintenance and related issues

RPC/45/22/01 To receive monthly gardening report; to consider remedial work required to part of green in front of Church House

There were no matters arising from the monthly gardening report. The marquee had been removed by Bistro proprietors and seed laid on damaged part of green in front of Church House. As the Parish Council had maintained the land for nearly 20 years, it was resolved the area should be made good/levelled by the Village Gardeners.

RPC/45/22/02 To consider works required to All Saints and Haw Hill Churchyard walls

Site visit had been held and quotation(s) would be sought for minor repointing works required to the churchyard walls.

RPC/45/22/03 To receive update on application to Land Registry regarding village greens in front of Church House

No further progress, a meeting with solicitor would be beneficial.

RPC/45/22/04 To receive update on application to Land Registry regarding village greens already owned by RPC

No further progress, a meeting with solicitor would be beneficial.

RPC/45/22/05 To approve replacement litter bin at top of Graveley Bank

It was resolved to approve replacement litter bin at top of Graveley Bank.

RPC/45/22/06 To consider request for information board near to First School

Katie Scott of Climate and Nature present and who advised work had begun on clearing and gravelling the area. The next steps being a rustic type bench to be made to fit into the corner with an information panel on the back of it explaining the history of the triangle, the well and the photograph of Dippie Dixon and others with the fire engine. Circular concrete planters to also be put in place. Climate and Nature have several sub-groups – Living Environment – who are busy planting trees and hedges at the hospital and cemetery. Reuse, Reduce, Recycle – Coquetdale Repair Café – First steps have been taken to set up a repair café for the communities of Coquetdale, based in the Jubilee Institute, the idea being to extend the life of items which would otherwise go to landfill or recycling. Rothbury Rubbish Friends – monthly litter picks held. Northumberland County Council were launching the Tree Warden Scheme across the county starting with Rothbury Tree Wardens. There will be 150 trees supplied by NCC for planting on the verge across from Beggars Rigg, along with five standards to be planted directly across from Beggars Rigg. A commemorative plaque will be unveiled by Glenn Sanderson, Leader of the Council, on 4/4/22 at 1130am.

RPC/45/22/07 To consider joining the Open Spaces Society for an annual fee of £45

The Open Society promote open spaces, including village greens, and can provide practical support and potentially good advice. It was resolved to join the Society.

RPC/46/22 To receive update on land for proposed new toilet block

Nothing to report.

RPC/47/22 Rothbury Bike Track, to receive progress on construction of bike track

Revised quotation awaited for Slow markings on road.

RPC/48/22 To consider communications between Parish Council and residents

RPC/48/22/01 To receive update on upgrade of Parish Council web-site in order to improve communications between Parish Council and residents

New web-site had not yet gone live. Clerk to make enquiries with Cllr Colquitt

RPC/48/22/02 To consider purchase of printer and rent of space in Jubilee Institute

County Cllr had suggested the County Council may be purchasing a printer and renting their own space in the Jubilee Institute for times of Crises Management, and which the Parish Council could use – Clerk to seek progress report on this. Quotation had been received from the Jubilee Institute for rent of Blaeberry Room at £1500/annum. At the present time it was resolved not to further this.

RPC/49/22 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/49/22/01 Planning applications received

- 22/00543/REM: Land East of Dovecraggs, Hillside – Reserved Matters application access, appearance, landscaping, layout and scale for 1 No dwelling and associated landscaping for plot 9 on approved application 16/01871/OUT – No objections

RPC/49/22/02 To receive update from Mid-Coquetdale Neighbourhood Plan Steering Group

Two meetings had been organised on 10/3 and 24/3/22, to clarify and define which areas were to be included.

RPC/49/22/03 Refusal of Planning Application received

21/03025/FUL: Land North East of Pondicherry Cottage – Construction of 4 No glamping pods and associated infrastructure. County Council Highways had objected to the proposal due to insufficient information in relation to the proposed site access.

A further application, 22/00682/FUL had been submitted, which appeared to have little amendment.

RPC/49/22/04 To consider issues relating to 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 discuss the possibility of purchasing the piece of land next to the proposed new COOP store with a view to creating a car park

Cllr Hooks of the view if the piece of land was purchased next to the proposed new CO-OP store, a car park could be created, and several spaces leased to the CO-OP to generate income. However the Project Manager of the development had previously advised they were to contact the landowner regarding purchasing the land, and which would aid with the construction process. Cllr Devlin to seek further information from Project Manager.

RPC/50/22 Finance

RPC/50/22/01**To approve the following payments**

PARISH COUNCIL				
PAYABLE TO	DETAILS	AMOUNT (GROSS)	NETT	VAT
Northumberland County Council	Garden Waste Service	£92.00		
Cumbria Clock Company	Annual Service	£198	£165	£33.00
Employee	Salary	£1193.53		
	Expenses Nov to Feb	£189.52		
M Milne	Code of Conduct training	£5.00		
A Milne	Code of Conduct training	£5.00		
A Arkle	Code of Conduct training	£5.00		
J Devlin	Code of Conduct training	£5.00		
P Colquitt	Code of Conduct training	£5.00		
Jubilee Institute	Meeting room January	£43.00		
Glasdon	Litter Bin	£154.59	£128.82	£25.77
M Evens	February village maintenance	£1326.36		
J Ayre	Summer bedding plants	£571.91		
Northumberland Estates	Rent for cycle track 25/3/22 to 28/9/22	£125.00		
JOINT BURIAL COMMITTEE				
PAYABLE TO	DETAILS	AMOUNT (GROSS)	NETT	VAT
Penny Petroleum	Fuel 8/2/22	£97.38	£81.15	£16.23
Northumberland County Council	Garden wates service	£92.00		
R&D Edmondson	Oil	£23.94	£19.95	£3.99
I Longstaff	Emergency tree removal	£750		
Employees	Salary/Pension	£2052.88		
M Evens	February Cemetery duties	£828.75		

It was resolved to approve the payments

RPC/50/22/02

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 that the most up to date financial statements for Rothbury Parish Council and Rothbury Parish Council (RJBC) be accepted as a true record. Cllr Mrs Arkle to sign bank reconciliations.

RPC/50/22/03

To note acknowledgement of grant from Citizens Advice Northumberland

Acknowledgement of grant noted.

RPC/50/22/04

To receive confirmation of National Joint Council for Local Government Services 1.75% payrise, year ending 31/3/21, backdated from 1/4/21

Confirmation of payrise year ending 31/3/21 noted.

RPC/51/22 Annual review of Internal Auditor and to consider re-engaging Mr M Ackroyd to carry out internal audit y/e 31/3/22

It was resolved to re-engage Mr M Ackroyd to carry out the internal audit for year ending 31/3/22.

RPC/52/22 Annual review of Internal Controls

It was resolved the current system of internal controls was sufficient for the present needs of the Parish Council.

RPC/53/22 Annual review of Bank Signatories

Cllr Mrs Dawson, Sutton & Clerk currently bank signatories and which were resolved as sufficient for the present needs of the Parish Council.

RPC/54/22 Annual review of Rothbury Parish Council and Rothbury Parish Council (RJBC) Insurance Policies

The Joint Burial Committee had agreed the following sums at their meeting held 7/2/22. Equipment value £15,448.88; Employers liability £10m Public liability £10m; Officials indemnity £500,000; Fraud & dishonesty £150,000; Cemetery Lodge £360,517; walls £10,000.

Current Parish Council cover – Public liability £10m; Libel and slander £500K; Officials Indemnity; Employee dishonesty £200K; Employers liability £10m; Christmas lighting £2080; Gates and fences £26292.63; Mowers and machinery £4671.91; Playground equipment £58335.08; Street furniture £39735.33; Defibrillating machinery, blanket cover of £5,000.

It was resolved the current cover was adequate.

RPC/55/22 To receive update on Borderlands Place Programme which includes proposals for traffic reorganisation in village centre

Initial meeting had been held, with Strategic Objectives and Visions for the town discussed. County Council Officer Anne Lawson to attend Coquetdale Cluster meeting 29/3/22 to explain the project to other parishes in Coquetdale. There were concerns due to the delay in traffic reorganisation plans for the village centre, County Cllr had advised they would be available to the Parish Council Jan/Feb 2022 – Clerk to request update from County Cllr Officer R Mckenzie.

RPC/56/22 To receive County Councillor update

County Cllr not present.

RPC/57/22 To consider amendments to Code of Conduct

Five Cllrs and Clerk had attended electronic Code of Conduct training. Northumberland Association of Local Councils were to consider whether a new Code of Conduct was to be drawn up via the National Association of Local Councils.

RPC/58/22 To consider plans for 2022 Queen Elizabeth celebrations

RPC/58/22/01 To receive update on charity walk/tea party

Clerk to meet with parishioner to discuss information to be placed in Bridges regarding the charity walk/tea party.

RPC/58/22/02 To consider applications and appoint town crier

One application had been received and it was resolved to approve Kevin Dawson as the town crier for the Platinum Celebrations.

RPC/58/22/03 To approve budget for town crier uniform

It was resolved to approve a budget of £100 (nett) for the town crier uniform.

RPC/59/22 **To consider information received from Post Office regarding changes to Rothbury Post Office and consider response(s) to the Post Office and CO-OP**

Post Office had advised they were in talks and person(s) were to be engaged to offer a Post Service service within Rothbury, with a building to be refurbished for use. However, there would be a period of time when a postal service would not be available in the parish. CO-OP had confirmed they were working with the Post Office and awaiting a decision with regards to a proposal in way of an interim solution.

RPC/60/22 **To receive update from Crises Management Working Group**

RPC/60/22/01 **To approve Rothbury Parish Council Community Emergency Plan**

County Council wished to use Rothbury as a trial area and disperse the Community Emergency Plan county wide. County Council Resilience Officer to attend next Crises Management Working Group meeting 7/4/22. It was resolved to approve the RPC Community Emergency Plan.

RPC/60/22/02 **To consider Parish Council App**

Cllr Devlin had looked at the communication aspect, the majority of people do have access to the internet using mobile phones and there is an option to create a Parish Council app that could also be used to push out information at times of crises. There will be people without a smart phone, however family members or next door neighbours may possibly have access to the internet. There were companies who create specialist apps for Parish Council's, at an annual cost of approximately £600. Further information to be considered at next RPC meeting.

RPC/60/20/03 **To consider issues with digitisation of British Telecom network**

B.T. were slowly cutting off access to the old analogue system and not necessarily informing people, and there doesn't appear to be any clear timescale of when areas will be cut off. This clearly has implications in emergency situations, particularly for vulnerable people in the valley. Central Government had stipulated the changes and Clerk to initially lobby M.P.

RPC/61/22 **To approve Term of Reference for Armed Service Veterans Working Group**

It was resolved to approve the Terms of Reference for the Armed Service Veterans Working Group.

RPC/62/22 **To consider email received regarding lack of electrical charging points in the parish**

Mike Domingue, a member of Hexham Town Council had noted there were no charging points in the parish (however Clerk had pointed out there were points at the Cottage Hospital, and points planned further to CO-OP redevelopment), and had offered to carry out a presentation regarding electrical car charging points being instigated by Hexham and Humshaugh Parish Council. The sole purpose being to help achieve County Council target of net zero emissions by 2030. As County Council are responsible for installing points, it was resolved to reply and advise he contact the County Councillor.

RPC/63/22 **To consider update from External Auditor regarding outstanding reports from 2017/18 onwards**

External auditor had emailed with sincerest apologies for the unacceptable extended delays in concluding the 2017/18 and subsequent reporting years for RPC. There were various factors that had contributed to the delays, some personal, but they offer no excuses, simply a commitment to draw matters to a conclusion as quickly as they are able to so that the council is able to get back on a regular annual review basis for this year. Further documents, minutes and information had been requested which Clerk had forwarded.

RPC/64/22 **To receive correspondence from Newcastle Building Society regarding the possibility of a hub in the parish**

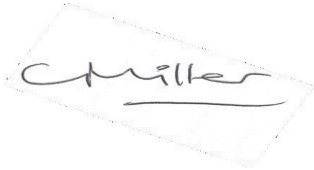
Newcastle Building Society were tentatively looking at proposals to open a hub in the parish and had requested RPC's thoughts on this. It was resolved to state the Parish Council felt this would be of benefit to the parish for parishioners and visitors.

RPC/65/22 To receive urgent business/items for next meeting

White posts at the top of the village in need of repair, which were County Council's responsibility.

RPC/66/22 Date of Next Meeting

The next meeting of Rothbury Parish Council will be held on Wednesday 13th April 2022 commencing 7pm in the Dovecote Room, Jubilee Institute.



Claire Miller, Parish Clerk

The meeting closed at 830pm

DRAFT