

ROTHBURY PARISH COUNCIL

AGENDA PAPER

Dear Councillor. You are hereby summonsed to an ordinary meeting of the Parish Council to be held on Wednesday 13th November 2024 commencing at 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 645pm, before the meeting commences, to ask public questions.

RPC/217/24 Apologies for absence

Apologies and reason for absence to be given to the Clerk prior to the meeting

RPC/218/24 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/219/24 Chairman's Opening Remark(s) (for information)

RPC/220/24 Meeting with Coquet River Action Group

RPC/221/24 Approval of Minutes of previous meeting held 9th October 2024

RPC/222/24 Garden/village maintenance and related issues

RPC/222/24/01 Monthly gardening report. Members are asked to consider report and issues arising

RPC/222/24/02 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

RPC/222/24/03 Bike Track. Members to receive update on non-urgent repairs.

RPC/223/24 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/223/24/01 Members to consider the following Planning Applications received as follows:

- 24/03510/FELTPO: Moorside – Tree Preservation Order application: Removal of T7 (Silver Birch), T9 (Douglas Fir), T10 (Western Red Cedar) and TG1, (6 No Western Red Cedar and Holly, due to irreparable storm damage and neighbouring tree failures
- 24/03573/FUL: Antons Leap – two storey extension to front, garage extension, new roof, cladding to walls, new windows and doors

RPC/223/24/02 Members to note Approval of Planning Application received as follows:

- 24/02753/LBC: Lloyds Bank House, High Street – Listed Building consent for internal, external repair and maintenance of building with minor internal alterations
- 24/02790/FELTPO: Antons Dell, Hillside – Tree Preservation Order

- 24/02847/FUL: 7 Model Buildings – rear second-storey extension above existing flat roofed off-shoot to accommodate sun room
- 24/02005/FUL: Land North of Burnfoot Cottage, Cragside – replacement septic tank with new treatment plant

RPC/223/24/03 Members to consider additional information received relating to the following application:

- 24/02785/FUL, 4 Walby Hill – Change of use from C2 (care home) to Sui Generis (6 bedroom holiday let)

RPC/223/24/04 Notice of Planning Application withdrawn

- 24/02891/FUL: Sandaig, Hillside – Rear extension and raising roof of bungalow to create one and a half storey dwelling. Conversion of garage to create home office.

RPC/223/24/05 Coquetdale Neighbourhood Plan. Members to receive update.

RPC/224/24 Finance

RPC/224/24/01 Virement of funds, Cost Centre 200. Members are asked to approve the transfer of funds of £1500 from Unforeseen budget (4290) to Church clock budget (4115), to cover cost of new drive motor, repairs to relay on auto restart unit and hammer

RPC/224/24/02 NJC Pay scales. Members to note pay increase of £1290/annum (full-time hours), payable from 1st April 2024

RPC/224/24/03 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
Tarmac Trading Ltd (retrospective)	Gravel, bike track	£488.40	£407.00	£81.40
UCCT	September shoppers bus October shoppers bus	£64.00 £64.00		NIL
Employee	Salary	£1270.02		NIL
Nest	Pension, 2/12/24	£124.18		NIL
M Evens	October village and bike track maintenance	£2677		NIL
Jubilee Institute	Staffing Committee meetings September 2024	£27.00		NIL
	Rent of Blaeberry Room 7/10/24 to 31/12/24	£346.00		NIL
Northumberland Association of Local Councils	New Cllr Training – 15/10/24 S Gordon	£30.00		NIL
Pete Laing	Bike track maintenance	£806.40	£672.00	£134.40

BURIAL BANK ACCOUNT	DETAILS	AMOUNT (GROSS)	NETT	VAT
Scarpa	Removal of wasps nest, cemetery lodge	£70.20	£58.50	£11.70
Employees	Salary	£2493.53		NIL
Nest	Pension, 2/12/24	£227.62		NIL
M Evens	October maintenance, Whitton Bank cemetery	£848.00		NIL
NE Fire Ltd	Fire extinguisher service	£70.80	£59.00	£11.80
T W Alderson	Replacement rake	£18.95	£15.79	£3.16

RPC/224/24/04

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
HMRC	Quarterly PAYE	£773.49		NIL
Spar, Shell	Fuel	£70.89	£59.08	£11.81
Lanes Group	Cemetery drainage survey	£2364	£394	£1970
PARISH BANK ACCOUNT				
HMRC	Quarterly PAYE	£632.85		NIL
Easy Hire	Plant hire, bike track	£395.88	£329.90	£65.98
UNITY BANK ACCOUNT	Monthly bank charges	£5.40		NIL

RPC/224/24/05

Dedicated Parish Council office.

1. Members are asked to consider contract for Blaeberry Room, Jubilee Institute
2. Members are asked to consider office protocol
3. Members are asked to consider acquiring office furniture

RPC/224/24/06

Cemetery Shed. Members are asked to consider quotation(s) for concrete base.

RPC/224/24/07

Rothbury Wrestling Academy. Members are asked to consider community grant application received, under the Local Government Act 1972, The Free Resource, Section 137

RPC/224/24/08

Budget and precept requirements 2025-2026. Members are asked to consider first draft of 2025-2026 requirements and projected receipts and payments year ending 2024-2025

RPC/224/24/09

13th Edition Local Council Administration. Members are asked to consider purchase of publication at a cost of £142.40 plus VAT via Society of Local Council Clerks

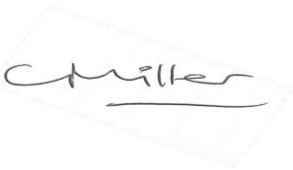
RPC/225/24

Parish Council Governance Review. Members to receive update

RPC/225/24/01

.gov email addresses. Members are asked to consider report from Cllr Devin regarding introduction of Parish Council and Parish Councillor .gov email addresses.

- RPC/225/24/02 Parish Council Biodiversity Policy. Members to be advised informal group to meet 27/11/24
- RPC/226/24 County Councillor update. Members to receive update.**
- RPC/227/24 Borderlands Place Programme. Members to receive update.**
- RPC/228/24 Telegraph Lines Village green. Members to receive update on objection submitted to Openreach Pole Objection Team.**
- RPC/229/24 External Audit year ending 31/3/24.**
- 1.The Council should hold a register of interests and use this to verify if there are any potential conflicts of interests for Councillors.
 - 2.Email management, gov.uk email addresses. Cllrs must have generic email address for official council correspondence
 - 3.Accessibility regulations. Council to make clear on website that the Annual Governance and Accounting Return is a scan and will not be fully compliant with the Accessibility Regulations
 - 4.The Council should ensure that they comply with the exact 30 days working days for the public to inspect the accounts.
 - 5.The Council should provide explanations to the external auditor if answering NO to assertions on the Annual Governance and Accounting Return.
 - 6.Consultant fees had initially been included in box 4 (staff costs), rather than box 6 (other payment)
 - 7.Councillors should receive training in the Code of Conduct on an annual basis, and any training provided to be evidenced in a training register
- RPC/230/24 Internal Auditor engagement year ending 31/3/25. Members are asked to consider applications.**
- RPC/231/24 Drainage Survey, Whitton Bank Cemetery. Members to consider report and matters arising.**
- RPC/232/24 Northumberland County Council, free tree scheme. Members to be advised of scheme.**
- RPC/233/24 Future Remembrance Day arrangements. Members to consider future planning arrangements for the event.**
- RPC/234/24 The Parish Clerk will confirm with members that all staff appraisals have now been completed**
- RPC/235/24 To receive urgent items/items for next Meeting**
- RPC/236/24 Date of next meeting**



Claire Miller, Clerk/RFO
7th November 2024