

ROTHBURY PARISH COUNCIL

Minutes of an ordinary meeting of the Parish Council held on Wednesday 9th October 2024 commencing at 7pm in the Dovecote Room Jubilee Institute

Those Present: Cllr Colquitt (Chairman), Cllr Mrs Dawson, Cllr Sutton, Cllr Old, Cllr Gordon, Cllr Bridgett

In Attendance: C Miller (Clerk/Responsible Financial Officer), three members of the public, two members of Climate and Nature

RPC/196/24 Apologies for absence

Cllr's Mrs Arkle, Devlin and Milne.

RPC/197/24 Declaration of Members Interests

There were no Declaration of Interests.

RPC/198/24 Chairman's Opening Remark(s) (for information)

Chairman reminded all to remain constructive, respectful and on topic.

RPC/199/24 Approval of Minutes of previous meeting held 11th September 2024

RESOLVED:

Members agreed that the minutes of the previous meeting held 11th September 2024 were a true record.

RPC/200/24 Garden/village maintenance and related issues

RPC/200/24/01 Monthly gardening report. Members are asked to consider report and issues arising

1. Members are asked to consider report and issues arising. Members received report.

2. Donkin's Lamp. Members to consider additional cleansing works. Gardeners had cleansed the lamp. Works were considered sufficient at the present time.

RPC/200/24/02 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

County Cllr advised he had contacted Bob Hodgson at County Council regarding possibility of emptying a bin at Ladies Bridge, with response awaited.

RPC/200/24/03 Bike Track.

1. Members to receive detailed inspection report from P Laing and update on urgent repairs.

Members received report and considered the detailed description of non-urgent repairs. Clerk advised urgent repairs had been completed.

2. Members to approve hire/use of existing equipment, hire of tracked power barrow, purchase of quarry product two days labour@ £300/day in order to action non-urgent works.

RESOLVED:

- 1.The Clerk was given delegated authority to organise the non-urgent works with a budget of £1,000 authorised towards hire of machinery and quarry product. Clerk advised payment would be required prior to delivery.
- 2.Members agreed to the cost of £300/day for labour.

3.Members to approve amendments to insurance policy.

Clerk advised hirers insurance would be applicable, with price awaited from insurance company. The cost would be included within the £1,000 budget.

4.Members to approve installation of a removable barrier to the track.

P Laing had advised the current barrier should be replaced with removable structure.

RESOLVED

Cllr Sutton to temporarily remove the barrier, prior to delivery of equipment and gravel.

RPC/200/24/04 Drain within Addycombe Play area. Members to receive update further to Cllr Sutton carrying out inspection.

Cllr Sutton had cleared the drain at Addycombe. Clerk advised the drain cover had been inspected and not considered a trip hazard (an item raised in the annual RoSPA inspection report).

The following item was moved up the agenda due to two representatives of Climate and Nature being present.

RPC/204/24/02 Parish Council Biodiversity Policy. Members are asked to consider response from CAN relating to draft biodiversity policy

The draft biodiversity policy had been circulated to all members. Concerns were expressed about the proposal to engage with any other climate action groups, attend climate action events, and invite climate activists to relevant meetings. CAN advised the terms were relating to community groups, not national organisations. With reference to biodiversity items being included within a Neighbourhood Plan, public consultation would guide the contents of the Plan.

Members agreed the Parish Council should have a co-ordinating role within the parish, and an overview of where biodiversity is heading.

Members agreed a biodiversity policy was necessary, alongside collaborative working. A section on the RPC web site would be informative to the public.

RESOLVED:

Cllr's Gordon, Colquitt, CAN representatives and Clerk to consider amendments to the document.

RPC/201/24 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/201/24/01 Planning Applications received. Member to consider applications received (none as at 3/10/24)

No planning applications had been received.

RPC/201/24/02 Approval of Planning Application received

- 24/02459/FUL: North Lodge, Cragside, installation of sewage treatment plant

PC/201/24/03 Refusal of Planning Application received

- 24/0222/FUL and 24/02/2023/LBC: 1 Church Street, Rothbury, Replacement frames and roof to conservatory, replacement windows, installation cladding

RPC/201/24/04 Coquetdale Neighbourhood Plan. Members to receive update.

Nothing to report.

RPC/202/24 Finance

RPC/202/24/01 Virement of funds, Cost Centre 200. Members are asked to approve the transfer of funds of £2000 from Unforeseen budget (4290) to Bike track budget (4180), to cover cost of labour, quarry product and hire of machinery to carry out maintenance works

RESOLVED:

Members approved the virement of funds.

RPC/202/24/02 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
Employee	Expenses April 2024 to July 2024	£493.65		NIL
Employee	Salary Expenses June 2024 to September 2024	£1102.51 £189.16		NIL
Nest	Pension, 4/11/24	£117.21		
SLCC	Innovation, Clerk training event	£78.00	£65.00	£13.00
Information Commissioners Office	Annual subscription	£40.00		NIL
Pete Laing Trail Design Ltd	Track inspection and maintenance work 4/9/24	£403.20	£336.00	£67.20
	Track repairs 3/10/24	£403.20	£336.00	£67.20
T W Alderson	Elbow grease, cloths, sponges	£4.00	£3.33	£0.67
M Evens	September Maintenance, village	£1243.19		NIL
BURIAL BANK ACCOUNT	DETAILS	AMOUNT (GROSS)	NETT	VAT

Youngs electrical Contractor	Test and replace cemetery lodge light	£71.88	£59.90	£11.98
Employee	12 months Expenses	£87.96		NIL
Employees	Salary	£1986.11		NIL
Nest	Pension, 4/11/24	£178.81		NIL
Chirnell Construction	Chimney repair, cemetery lodge	£130.00		NIL
M Evens	September maintenance, Whitton Bank cemetery	£983.00		NIL

RESOLVED:

Members approved the payments.

RPC/202/24/03 **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
Lloyds Bank	Monthly bank charges	£7.00		NIL
Anglian Water	Quarterly water charge	£94.77		NIL
Spar, Shell garage	Fuel	£75.18	£62.65	£12.53
PARISH BANK ACCOUNT				
Unity Bank	Quarterly fees and charges	£18.00		NIL
Eon	Electricity, 3 rd June to 31 st August 2024	£80.20	£76.38	£3.82e

Members noted the payments.

RPC/202/24/04 **Budget/actual spend figures and bank reconciliations. Members are asked to consider the most recent budget/actual spend figures for Rothbury Parish Council and Rothbury Parish Council (RJBC)**

RESOLVED:

Members agreed the most recent budget/actual spend figures were a true record.

RPC/202/24/05 **Dedicated Parish Council office**

- 1. Members are asked to consider contract for Blaeberry Room, Jubilee Institute**

Contract had not been received. Item deferred.

- 2. Members are asked to consider office protocol.**

Due to contract not being received, item deferred.

RPC/202/24/06 **Sit on grasscutting machinery, Whitton Bank Cemetery. Members are asked to consider quotations for replacement equipment.**

Members considered replacement sit on grasscutting machinery for use at Whitton Bank Cemetery, supplied with a 90

day manufacturers warranty.

RESOLVED:

Members agreed to accept the quotation of £5666.66 plus VAT from David Dixons, Powburn, for Stiga 700 4x4 model. Clerk to arrange purchase.

RPC/202/24/07 Drainage survey/Jet Vacuumation, Whitton Bank Cemetery. Members are asked to approve quotation for additional works

Members considered quotation for additional works.

RESOLVED:

- 1.Members agreed to accept the quotation from Lanes Drainage of £1665.00 plus VAT for CCTV survey, supply of jetvac unit, and waste disposal.
- 2.Clerk to seek costs relating to the condition of additional charges applicable should removal of silt be over 10%.

RPC/202/24/08 Cemetery Shed. Members are asked to consider quotation(s) for concrete base.

Cllr Bridgett declared a personal and prejudicial interest.

Clerk advised due to the cost of the work, further quotation(s) were required.

RPC/202/24/09 Allotments. Members to carry out annual review of allotment rent

RESOLVED:

Members agreed allotment rent should remain at the present annual rate of £20/plot.

RPC/202/24/10 Seating at Beggars Rigg. Members are asked to approve purchase of 1 No picnic table. Members to be advised further seating in Beggars Rigg car park would be of benefit.

RESOLVED:

- 1.Members agreed a wooden structure would be purchased Spring 2025.
- 2.Clerk to obtain quote for barbecue plate to be placed on picnic bench.
- 3.Additional seating for Beggars Rigg car park to be re-considered Spring 2025.

RPC/202/24/11 Rothbury Wrestling Academy. Members are asked to consider community grant application received, under the Local Government Act 1972, The Free Resource, Section 137

Cllr Bridgett advised he would be providing funding of £2,000 through the County Cllr grant scheme. As the Wrestling Academy is utilised by residents throughout Coquetdale, members agreed all relevant Parish Council's should be asked to fund.

RESOLVED:

- 1.Clerk to contact academy and request all relevant Parish Council's in Coquetdale be approached for funding.

RPC/203/24 Traffic Management, Public Signage and information Boards Working Group. Members to receive update.

Nothing to report.

RPC/204/24 Parish Council Governance Review. Members to receive update

Three dates for the governance review had been circulated to all, confirmed as 31st October, 18th November and 28th November.

RPC/204/24/01 **.gov email addresses. Members are asked to consider report from Cllr Devlin regarding introduction of Parish Council and Parish Councillor .gov email addresses.**

Cllr Devlin not present, matter deferred until next meeting.

RPC/205/24 **County Councillor update. Members to receive update.**

Works in the middle of the village to be completed by Remembrance Day. Problems had occurred with the EE mast. A back up generator had been installed for use during power cuts, however problems with circuit breakers in the mast had been encountered.

RPC/206/24 **Borderlands Place Programme. Members to receive update.**

Place Plan to be signed off by board members December 2024. Proposals relating to town centre improvements and a community business hub were anticipated to meet the programme criteria. Project sponsors and required support to be identified.

RPC/207/24 **Northumberland County Council. Members are asked to consider feedback from Climate & Nature Transport Group relating to Rights of Way Improvement Plan Consultation**

No feedback had been received.

Clerk advised individual Parish Cllrs could complete the on-line consultation.

RPC/208/24 **Off road scramble bike users on Carriagedrive. Members to receive update regarding concerns received relating to use of the carriagedrive.**

Item to be removed from agenda.

RPC/209/24 **Engagement of internal auditor year ending 31/3/25. Members are asked to approve document in order to recruit internal auditor**

Members considered the draft document in order to recruit an internal auditor for year ending 31/3/25.

RESOLVED:

Clerk to amend document to include the addition "for 2024-2025." *The Parish Council is looking to appoint an Internal Auditor "for 2024-2025".*

RPC/210/24 **Telegraph Lines Village green. Members are asked to consider information received from the Open Spaces Society and possible response to Openreach Pole Objection Team**

Clerk advised Acts of Parliament had given many bodies compulsory powers to acquire land or rights over or under land, for purposes considered to be in the public interest. Examples of such bodies being utility companies and communication organisations.

RESOLVED:

- 1.Members agreed to submit objection due to the enjoyment of land being prejudiced for residents and visitors.
- 2.Clerk to contact Planning Department County Council to request the Parish Council be notified of future, similar works.

RPC/211/24 **Camper vans, overnight camping. Members to receive information relating to Haugh car park**

Clerk had been contacted by a resident who had advised there was a byelaw preventing overnight parking and camping on the Haugh Car park, brought in by Alnwick District Council several years ago. If the byelaw is or has been revoked, anyone could park and remain for as long as they wish.

County Cllr advised that the County Council were no longer considering using the Haugh car park as a location for overnight parking of motor homes.

RPC/212/24 Remembrance Day. Members to confirm arrangements for wreath laying.

Members considered items relating to Remembrance Day.

Chairman to lay Parish Council wreath at War Memorial. Clerk advised Risk Assessment would be required for the event. Poppies to be displayed on lamp-posts within the parish, the practice in future years may require funding. Poppies to be placed on war graves at Whitton Bank cemetery. Practice parade organised 9/11/24. British Legion to organise poppy sales, including a stall in the village on consecutive Saturdays prior to Remembrance Day.

RESOLVED:

1. Chairman to speak to First School regarding pupils being given the opportunity of laying poppies on war graves.
2. Clerk to forward draft Risk Assessment for Remembrance Day parade to Chairman, with event organisers to peruse.

RPC/213/24 Installation of electricity meter. Members to confirm arrangements for installation.

Eon were installing electricity meter for interactive signage at the top of Garleigh Bank 17/10/24, between 8am and 12pm, however no specific time could be confirmed. Clerk requested a rota be set up for Parish Council presence on site.

RESOLVED

Cllr Gordon to be on site between 8am & 9am. Cllr Sutton to be on site 9am to 10am. Clerk to be on site 10am to 11am. Cllr Dawson to be on site 11am to 12pm.

RPC/214/24 External Audit year ending 31/3/25. Members to be advised the external report will not be completed by 30/9/24 in line with the Accounts and Audit Regulations 2015

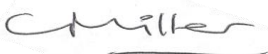
Members noted the external audit report had not been completed by the statutory date of 30/9/24. It was noted the agenda item should read "year ending 31/3/24.

RPC/215/24 To receive urgent items/items for next Meeting

Clerk advised Coquet River Action Group (CRAG) would be attending the next Parish Council meeting to give a short presentation.

RPC/216/24 Date of next meeting

The next meeting of Rothbury Parish Council will be held on Wednesday 13th November 2024 commencing 7pm in the Dovecote Room, Jubilee Institute



Claire Miller, Claire/RFO

The meeting closed at 830pm.