

LONGFRAMLINGTON PARISH COUNCIL

MINUTES OF MEETING

Meeting on: 3rd October 2018
Meeting at: Longframlington Memorial Hall
Meeting time: 7:00 pm
Present: Cllrs: Gillian Apthorpe (GA), Graham Fremlin (GF), Chair, John Munro (JM), Gillian Nelles (GN),
In attendance Cllr Trevor Thorne, Clerk: Garth Rhodes.

The meeting opened at 7.03 p.m.

1. **Apologies for Absence** – David Wellden (work commitments). Diane Lakey (illness) Malcolm Ness (work commitments). MN had also tendered his resignation due to increased work commitments and becoming frustrated by the PCs inability to bring any meaningful pressure to bear upon NCC. The resignation was accepted and the Clerk was asked to write to MN to thank him for his contribution as Parish Councillor. **Action: Clerk**

2. **Table Urgent Business to be discussed in 19 below :**

a) Election of Parish Councillor

3. **Declaration of Interests** - None

4. **Gifts & Hospitality** - None

5. **Community Police Report** - None

6. **County Councillors Report.** TT expressed frustration at the lack of a Local Plan for planning which was resulting in an 'open goal' situation with lots of planning applications coming to the village. He felt our community 'had done its bit' and we were not getting a lot of support from the NCC Planning Department. The fact that Planning Officers were recommending these for approval put the Planning Committee in a very weak position. He believed we had a 'cracking village' but that our services were stretched beyond their limit and that we were in danger of losing some of these. He was very disappointed at the attitudes of principal planners who are letting us down. However, planners at the highest levels were sympathetic to our situation. GN pointed out that the percentage of new people to the village using its facilities was very small. TT stated that this works against the concept of a sustainable village and that we were becoming a dormer settlement. The approval process for the Local Plan was accelerating but some way off completion and this will not be in place until early 2020. JM pointed out that a lot of destruction of the village could occur by then. TT said that the lack of a Neighbourhood Plan which had been effective in other parts of the County was not helping. On other matters, he reported that the Local Authority budget was being put together and this would be presented to Local Area Committees soon. It was expected that cuts would be severe. The upgrade to County Hall was going well. He was asked about the condition of the road at Alwick Fords and he told the meeting that £70,000 was earmarked this year and a further £70,000 next for improvements on this stretch of road. He was in the process of getting pruning of trees to improve visibility. He said the development of the Equestrian Centre was a cause of many of the problems. He agreed to investigate improved signage at the Fords. **Action: TT**

GF informed TT that we had received no word regarding the remedial work to the recent A697 road repairs and asked him to chase this up with Highways. TT agreed that he would. **Action: TT**

GA asked what the plans for local education were as schools were 'fit to burst'. He said that his power here was limited as he no longer sat on any of the education committees. He agreed that there was a need to get ring-fenced monies released to get projects moving forward. A discussion regarding the route into secondary education ensued and it was agreed that it was important to keep the route open to KEVI School for Longframlington children. TT agreed to follow up on these issues. **Action: TT**

GF was concerned that the 'No Parking' cones on the Rothbury Road were being moved or ignored and people were frequently parking in these areas. There was no evidence of the promised enforcement from NCC. TT agreed to follow up on this issue. **Action: TT**

Finally, TT informed the meeting that there had been some very helpful Queens Council training on Planning and decision making which had been very helpful in supporting those members of the Planning Committee who had little experience of planning issues.

7. **Minutes of Previous Meeting held on 5th September 2018** were reviewed, unanimously approved as a true record & signed as such.

Housekeeping Issues.

8. **Matters Arising Out Of Minutes**

a) A697 Road Repairs. No further information received. TT to follow up with Highways **Action: TT**

b) Sports Court Electricity Bill and Meter. The complaint process is underway. We have received two further estimated bills with the amounts being withdrawn from our account. Clerk has been in contact with BG on several occasions re the meter and bills. Engineer failed to attend on one occasion but now has inspected the meter. It was found that the aerial had been installed inside the meter box rather than on the outside and was not able to provide a signal. This has now been rectified. It is unobtrusive so unlikely to be vandalised. The complaints officer is now in the process of rectifying the bill errors and setting up a new tariff.

c) Village Inspection - footpath between Cussins development and Church Street. As DW was absent, item was deferred until the next meeting **Action: DW**

d) Village maintenance – Tender process. Tenders have been sent out/posted on noticeboard. Return date 2nd November 2018

e) NEED Minibus parking on tank-turn. No letter has been received. Remove from Agenda

f) Replacement Football nets and posts As DW was absent, item was deferred until the next meeting **Action: DW**

9. **Meetings to Attend / Attended** –Town/Parish/Community Council Joint Meeting Thurs. 18 Oct. GF will attend if available. **Action: GF**

10. **Finance**

a) Receipts in the months of September were approved:

03/09/2018	Barclays Business A/C	Ac No. 30586455 Interest	3.03
06/09/2018	NCC	Precept - second half	12000.00
		Total	12003.03

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b) Clerk's salary, expenses, PAYE & NI and Approval of Other Payments were approved:

18/09/2018	Hospice Care Northumberland	Donation	50.00
12/09/2018	British Gas	Electricity Sports Court re f710650824	12.96
17/09/2018	British Gas	Electricity Sports Court ref 955388907	13.62
03/10/2018	PKF Littlejohn LLP	Review of Annual Return	240.00
03/10/2018	HMRC	PAYE	87.80
03/10/2018	Garth Rhodes	Salary & Expenses	353.57
03/10/2018	LPC	Recharge Clerk's wages to cem/try (SEP)	-133.45
03/10/2018	Gavin Christie	Grass cutting and maintenance (SEP)	135.00
03/10/2018	Gavin Christie	Grass cutting (transfer to cemetery) SEP	-80.00
		Total	679.5

c) Requests for donations.

- I. Great North Air Ambulance – A donation of £50.00 was unanimously approved
- II. Northumberland CAN – It was agreed not to give a donation this year. Proposed GN. Seconded JM

d) Bank Reconciliation to 3rd October 2018

			£
Balance per bank statements			
at 25th September 2018	Community account		76104.64
	Business Saver		6084.21
			82188.85
Less unpresented cheques			
Cemetery	200116	Anglian Water	15.16
Parish Council			
	200108	NCC	84.02
	200114	Hospice Care Northumberland	50.00
	200115	PKF Littlejohn LLP	240.00
	200117	HMRC	87.80
	200118	Garth Rhodes	353.57
	200119	Gavin Christie	135.00
			965.55
Uncredited Deposits - Cemetery		Co-op Funeral Care	400.00
Parish Council			0.00
			400.00
Balance per cash book 03/10/2018			81623.30
	PC		60170.53
	Cemetery		21452.57
			81623.10

* The 0.20p difference between the Bank statement and Cash Book is due to 0.20p error in the bank statement on cheque no. 200076 to HMRC in April 2018 Bank Statement

e) Annual Governance and Accountability Return 2017/18, Precept setting arrangements and Terms of Reference for the JBC. Clerk has spent some considerable time unravelling the issue regarding the way the 'JBC precept' is recorded in the AGAR. He has had assistance from Stephen Rickett, the NCC finance Dept. and also from David Francis (DF) who has been particularly helpful as he has dealt with this issue at a national level. We were able to prove to the principal Auditor a clear justification for the way our finances were prepared for 2017/18 and this has been accepted for this year and the AGAR has been signed off. The notice of conclusion of audit has been posted on the PC webpage and on the display boards. However there is a note on the External Auditor Report to say that both Brinkburn & Hesleyhurst (B&H) and Longframlington PCs should show the appropriate share of income (with respect to the JBC). It has emerged that the practice that we have followed for a number of years where the JBC has effectively agreed the Precept and NCC having then agreed the proportional split is not acceptable. No longer will it be acceptable for Longfram to claim the whole of the JBC precepted amount. Rather each PC will need to claim their respective amounts and this paid into their own bank accounts. B & H will then need to transfer their JBC element to the Longfram account. In this way both PCs will be able to show clearly that the Precept presented in the AGAR is the same as the precept listed in the NCC register of Town and Parish Council Precepts. JBCs are not approved to set precepts and so in future years, the JBC will advise both PCs on their budget requirements for the precepted amount they require for the cemetery. The two councils will need to agree the proportional split of the funds and then request this within the main precept 'claim' to NCC. There are a number of ways this split can be agreed and the clerk is going to investigate this further with NCC and inform them that they can no longer be responsible for setting the proportional split. Additionally it would

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appear that there is no formal formation document (Terms of Reference) on record between Longframlington & Brinkburn; which is a necessary requirement. DF has kindly provided two examples of Terms of Reference (TOR) that will be easily adapted. Next week GF and David Owen (Chair of B&H LPC) and the clerk are to meet to discuss this further with the intention of drawing up a TOR document and agreeing the mechanism for the proportional split. Therefore in order to meet the deadlines for requesting the precept it will be necessary for the JBC to agree its budget at its November meeting. B&H (which only meets 4 times a year) will then be able to approve this and include it within its annual precept at its December meeting and LPC can do this at its January meeting. In order to satisfy the external auditor, the Clerk will need to consider how best to present our accounts for 2018/19 as we have followed the same process for claiming the 'JBC precept' this year as in previous years.

11. Village Activities – Northumberland Pipers Concert for Macmillan Trust Sat 6th October. St Mary's Quiz night and Pie & Pea Supper 13th October was already sold out.

12. Allotments

a) Management. It was reported that earlier in the day a dog walker had disconnected the pipe from the tap adjacent the dog walking field in order to give water to the dog, causing water to gush out. Fortunately, the pipe was able to be reconnected. It was agreed that any further activities of this nature would be reported to the police. The water from these taps is metered and for allotment holders' purposes only. If allotment holders want to allow dog walkers access to the tap, that is their decision. The meeting was reminded that there was an agreement with the allotment holders that for the duration of the cold weather, the water to the allotments is to be turned off at the mains this is planned for the 1st November 2018.

It was reported that the allotment holder for 15b had given up his tenancy. New tenants will take up the tenancy in January 2018

b) Maintenance - Clearing of Plots 1 & 2. This has yet to be undertaken. JM to agree date, arrange for trailer and inform GF so that he can inform all members of the date for them to help with the clearing. **Action: JM/GF/ALL**

Allotment Inspection – GF had undertaken the inspection. Allotments in the main are in pretty good shape although the allotment holders were not tending the footpaths very well. In addition to Plots 1 & 2 there were a number of plots which needed urgent attention:

- Plot No 4 - tidying
- Plot 10b - full of weeds coming into seed which will impact on adjacent well-tended plots and requires weeding
- Plot 13 - a number of trees growing above the approved height which will have to be removed/pruned back.

JM & Clerk to meet to write to the allotment holders on these issues

Action JM/Clerk

13. King George V Playing Field

a) Damage to bark of silver birch in playground. A local resident had written about damage to a silver birch in the Playground which has had 70 cm bark stripped off around trunk. He has been informed that it is likely that as this was only the outer bark, the tree is likely to survive but that the issue would be raised at the LPC meeting. If it is damaged the only recourse will be for the tree to be felled. Also a number of fruit and rowan trees were damaged in the recent high winds. Sadly the main trunk of one large pear tree and one small rowan tree were beyond help.

b) Replacement to the climbing frame. Members were asked to research and consider alternatives for the next meeting **Action: All**

14. Planning

a) To note any planning issues since previous meeting

Ref No	Description	NCC Status	Parish Council Position
18/01735/FUL	Rimside House. Proposed new bungalow	Granted	See minutes from previous meeting for PC responses
18/02671/FUL	Westroad Garage, Rothbury Road. Demolition and erection of 10 residential unites	Registered/ Amended	See minutes from previous meeting for PC responses Further comments made 19 th September 2018: The Parish council maintains its previous comments
18/01748/OUT	Land South Of Fram Park: construction of a new detached dwelling.	Registered	See minutes from previous meeting for PC responses
18/02610/VAR	5 St Laurence Court – inclusion of orangery	Granted	Insufficient comments to make comment
18/02843/FUL	Land West of Hawthorns – 24 houses	Registered	See minutes from previous meeting for PC responses
18/03123/VARYCO	South End Garage – dormer to replace roof windows	Registered	Insufficient comments to make comment
18/03218/FUL	22 Harecross Park – single storey extension	Registered	No objection
18/03231/FUL	Land North Of Fairfields - 58 houses	Registered	LPC Objects to this application for the following reasons:- Density. This site was previously granted permission for 17 homes which were to be Self Build, it is now proposed to build 58 homes on the same site equating to 3.4 times the number. In comparison the adjacent recent development of similar land size was built with 37 homes. The density particularly of phase 1 is not compatible with a rural village setting. Design. While the design of Phase 2 could be considered acceptable Phase 1 is alien to a rural setting and would not be out of place in a city centre redevelopment, particularly with respect to the apartments and the communal

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Ref No	Description	NCC Status	Parish Council Position
			<p>parking. The layout has the potential to become an area for nuisance and antisocial behaviour which would not only affect the residents of the development but for others living nearby. There is also no provision of any green space or play area which should be required under national planning guidelines.</p> <p>The Parish council also has serious concerns on the following issues:-</p> <ul style="list-style-type: none"> • Flooding. This area already has serious flooding issues which impact on the A697, the PC has grave concerns that that the flood prevention provision outlined in the application would not suffice. • Health Services are already stretched beyond their limit. • Impact on Education. Local schools are already overcrowded and there is a desperate need for increased provision in order to cope with both current and future numbers of children. <p>The Parish Council would not recommend any large development for approval until adequate education and health services were put in place.</p> <p>The Parish Council is also concerned about the out of date maps and photographs used in the application, which do not account for the other recent adjacent developments, this gives a false representation of the impact the development will have on the area and the massing of housing within the village. This approach seems to be a regular occurrence when developers submit applications and we would urge the planning department ensure the information is up to date as it otherwise could be considered deliberately misleading.</p>
18/03182/FUL	Ashlea, Longframlington - 5 houses	Registered	No objection. The Parish Council is minded to support approval but would recommend a reconsideration of the use of red brick, which is out of character to the vernacular of the area. We would recommend the use of a more subtle colour of brickwork to blend into the countryside. The colour shown of the property on the front of the planning support document would be more in keeping.
18/03372/FUL	Willowdene House Harrogate Lane – wind turbine	Registered	No objection
Key	Items in grey new or changed since last meeting		

18/03231/FUL: Land North Of Fairfields. A robust discussion regarding this issue took place and a detailed email from a local resident was considered. The Clerk was asked to respond to the resident informing them that the PC was to submit an objection to the application. **Action: Clerk**

b) To discuss on-going planning concerns raised with NCC Planning Department – There was nothing further to report at this time.

15. Action Plan - October 2018

- a) General Service review and assessment – The updated Asset Register was presented to the meeting.
- b) Review community engagement. The members were reasonably satisfied at the level of community engagement and felt there were sufficient forms of communication with residents.
- c) Check on provision and conditions of grit bins; bus shelters; waste bins. All in good order.
- d) Grit Bins – Gavin Christie to be asked to check and replenish the grit where necessary for the two LPC grit bins (at Harecross Park and Cairn View). **Action: Clerk**

Main Issues – These issues are allocated a longer time for discussion

16. Discuss the Parish Council Self-Assessment Capability Tool. NALC produced this tool to help councils identify the risks PCs face in terms of how they operate. It was agreed at the 7th March LPC meeting to undertake the survey at the October PC meeting in preparation for the setting of the annual Precept. The self-assessment tool was completed satisfactorily with 32 issues out 37 scoring 'No issues to resolve', 3 issues which were not applicable and two issues which were beyond the control of the PC. The results to be placed on file and a further assessment to be undertaken in October 2019.

17. GDPR Audit and Next Steps. The audit report was scrutinised by the committee. The following issues and next steps were agreed:

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Recommended Action points	Actions Agreed (items in bold Action completed)
a) Reconsider minuting process with regard to personal data.	Only to record names of individuals (other than PC members and officials) where necessary
b) Consider what is stored in Memorial Hall	Clerk/GH to carry out audit at a convenient time
c) Consider storage in clerk's house	Clerk/GH to carry out audit at a convenient time
d) Check insurance with respect to GDPR	Clerk to follow up ASAP
e) Consider whether need to store information from NCC planning as they keep accessible copy.	Keep for 3 years – Agreed
f) Woodhorn archives. Check for reassurance about the agreement for archiving hard and electronic storage (e.g. hard drive) and security of storage.	Clerk to follow up ASAP
g) Customise Privacy Notice. Adapt Appendix 4 of Toolkit to put on the website and noticeboards. All Emails to direct reader to the privacy notice on the website and on the Council noticeboard	Clerk to carry out at a convenient time
h) Decide how long non-financial employee records need to be kept after leaving, assuming financial and HMRC records need to be kept 7 years.	2 years - Agreed
i) Old data may contain mix of data that needs to be kept, data that need not be kept and data that should not be kept. Too much volume to address now so recommend secure storage at Woodhorn in either hard copy of hard drive. This data then to be removed from laptop.	Clerk/GH to carry out audit at a convenient time and archive at Woodhorn
j) Consider changes to Councillor Communications as proposal below.	
I. Currently hard copy is produced for meetings. To reduce amount of hard copy requiring secure disposal, a data projector could be acquired to project material at meetings instead.	Not agreed
II. Consider the use of LPC domain associated Email addresses for councillors to avoid the possibility of using insecure work or shared family email addresses	Current arrangement satisfactory (this supported by NALC)
III. Alternatively, a password protected area on the website.	Not required
IV. Risk of increased issue of councillors not reading and responding to Emails could be addressed by 'prompt' email containing no personal data sent to the normal email address	Not applicable as present system to remain
	Actions to be reviewed on a monthly basis.

18. NCC Consultation: Council Tax Support Scheme. It was agreed not to respond to the consultation.

19. Any Urgent Business

a) **Election of Parish Councillor.** It was agreed to:

- inform NCC of MN's resignation;
- post Councillor vacancy on Parish webpage, noticeboards and to NCC;
- to delete MN from the email list;
- send email to cllrs that if responding to emails from previous PC mailing list that they remove MN prior to sending. **Action: Clerk**

20. Date of Next Meeting: Wednesday 7th November. Proposed times: JBC at 6.30, LPC at 7.00 p.m. (times may alter dependent upon length of JBC agenda)

Garth Rhodes – Clerk to Longframlington Parish Council.

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