

Longhorsley Parish Council Annual Meeting – 16.05.18 – The Church Room – 7.00pm

Present Cllrs: I Elliott (Chairman)
P Brannan
K Foreman
T Lowrie (arrived at 7.12pm)
D Pringle

County Councillor Sanderson

Clerk G Turner

Internal Auditor G Kennedy

Members of the Public: A + S Etchells, W Gunn and R Stephenson

1. Election of Chairman for 2018/19

Cllr Elliott asked for nominations for the position of Chairman of the Parish Council. Cllr Brannan proposed Cllr Elliott and this was seconded by Cllr Foreman. With no other nominations being received, Cllr Elliott was duly elected to the position of Chairman.

2. Declaration of Acceptance of Office

Cllr Elliott completed and signed his Declaration of Acceptance of Office form, which was made before the Clerk, Gillian Turner.

3. Election of Vice-Chairman

Cllr Lowrie was proposed and seconded to the position of Vice-Chair and duly accepted the position.

4. Apologies for Absence – Cllrs P Ford and Pagan, and PC Teasdale.

5. Minutes of the meeting held on 11th April 2018 (which had been previously circulated) were approved, and signed.

6. Declaration of Interests for items on the Agenda – None declared.

7. Date of Next Meeting(s) – It was agreed that the dates of the next meetings would be: 13th June and 18th July 2018.

8. County Matters – County Councillor Sanderson provided the following update:

- i. At this time last year there were approximately 1,800 potholes. This figure had now grown to in excess of 10,000, primarily due to the bad weather. Various external contractors were assisting NCC personnel in carrying out assessments and repairs. Rather than just doing quick fixes, highways personnel are trying to make more permanent repairs.
- ii. Other main roads are showing problem signs of “cracking” and there will be some delays and deferments in the LTP schemes in order to fund the pothole repairs.

- iii. Roads around the Wingates and Todburn areas have had highways teams working on the problem areas for 3 weeks.
- iv. Various claims for additional funding have been made by NCC under the governments "Belwin Scheme".
- v. NCC do not own a paviour machine which is small enough for small roads and NCC is currently looking into purchasing this type of machine. NCC has purchased several new "hot-box bodies".
- vi. Cllr Sanderson asked the Clerk to send him an email in order to remind him about the Village Hall car park maintenance work required.
- vii. LPC members raised the issue of concerns about the lack of clarity for the process of scrutinising the Local Plan. Cllr Sanderson agreed to organise a meeting for LPC members to meet with J Sanderson of NCC to discuss relevant issues. Mr A Etchells was also invited to attend the meeting. Proposed dates are to be forwarded to Cllr Sanderson in due course.

Cllr Sanderson left at this point of the meeting at 7.24 pm.

9. Report from PC Andrea Teasdale

PC Teasdale was not in attendance but provided a written report on the following issues:

- Due to the recent period of good weather, members of the public were reminded to lock away gardening equipment and not to leave anything lying around. No issues have been reported but she warned that opportunists are always on the look out for easy things to steal.
- A quad-bike had been stolen from Earsden Mill whereby thieves took the gate off in order to access the farm. Bikes and other equipment should be securely locked away and anti-theft devices installed where possible.
- She is aware of the current parking issues at Drummonds Close. However, there are no parking restrictions in place in that area. She will raise the problems at her next meeting with Karbon Homes.

10. Finance

10.1 Internal Audit 2017/18

Mr Kennedy, the Internal Auditor, presented his report on the annual audit of accounts. He had inspected the accounts and completed the areas required as to the internal control objectives. He was satisfied that the financial management system is both accurate and effective, and books and record keeping well maintained.

He had signed-off the Annual Internal Audit Report 2017/18 (page 3) of the Annual Return, stating that the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.

10.2 Annual Governance Statement 2017/18

Members had been issued with a copy of the Annual Governance Statement (Section 1) for consideration. Members approved the statement and the Chairman and Clerk duly signed-off the document.

10.3 Members had been issued with a copy of the Accounting Statements (Section 2) for consideration. Members approved the accounts and the Chairman and Clerk/RFO duly signed-off the document.

10.4 Members had been issued with a copy of the Accounting Explanation of Variances Statement, which was duly approved. Members also noted the dates of the period for the exercise of public rights as being Monday 4th June to Friday 13th July 2018.

10.5 **Authorisation of Payments** – Members considered and approved the Authorisation of Payments list for May 2018, totalling £4,887.07. Members also authorised a Direct Debit for the annual payment to the Information Commissioners Office of £35.

10.6 **Annual Insurance Renewal**

Members noted the renewal of insurance documents from Came & Company, this being the second year of the 3 year arrangement.

10.7 **Review of Standing Orders**

Members reviewed and endorsed the Standing Orders as dated 16th May 2018 noting that 10.1 relating to the appointment of a Data Protection Officer had been removed.

10.8 **Review of Financial Regulations**

Members reviewed and endorsed the Financial Regulations as dated 16th May 2018.

10.9 **Data Protection Legislation May 2018** – Members approved the suite of documents as detailed covering individual rights, privacy, processing, access and breaches. An amendment was made to item 4.1 Allotment Tenants Privacy Notice i.e. to remove references to social media (Facebook and Twitter).

11. **Routine Items for Review**

11.1a) **Review of Planning Applications** – members considered the following applications:

18/00401/OUT Land North West of Cross Cottage – erection of mixed-use building – Members had a number of significant **objections** to this application, covering:

- Planning History
- Planning Policies
- Justification
- Green Belt
- Road Safety

18/01201/FUL 2 Smallburn Road – extension to front/side of property and roof space conversion – Members had no objections to this application.

18/01165/FUL Land South West of Hill View – Members did not object to this application but raised several concerns as follows:

- Planning Statement para 4.10 is incomplete
- Site Waste Management
- Car Parking space

- Residential caravan could lead to a subsequent house building application
- Screening of the caravan must be a requirement as the site falls within the designated Green Belt.

b) **Planning Decisions –**

16/00516/S106A Wishaw, West Road – application to modify S106 A was GRANTED by NCC.

18/00984/MAST Land NE of the Forge – mounted smart metering mast – GRANTED by NCC.

c) **Pre-Application Documents Received – None.**

d) **Speed Calming Apparatus–** Members received Section 50 licence re ownership of the speed calming apparatus.

e) Members agreed to the proposal that the general status of planning applications be posted onto the Tree website.

The meeting was adjourned at 8 pm to allow parishioners to speak.

A member of the public raised the issue of police tape still being in situ North of Gorfenletch on the westside of the gateway. The Clerk was asked to relay this information on to PC Teasdale.

No other issues were raised and the meeting recommenced at 8.02 pm

11.2 **Moor Management Scheme**

Cllr Pringle informed the meeting that 26 Soay sheep have been released onto the Moor. In order to ensure their safety, he had put loops onto the 3 kissing gates to keep the gates closed at all times. A grazing survey to analyse the sheep movement is planned to be undertaken.

Piri-Piri has once again been spotted on the Moor and a contractor has been asked to spray and remove it in order to keep it under control.

Some logs are lying at the side of the track – the log-man has been informed and will remove the timber.

The Clerk confirmed that the 2018/19 funding application had been completed on time.

11.3 **The Old Church Wood**

The Clerk informed the meeting that she has received a capital grant form to be completed relating to those trees planted in 2014. Photographic evidence is required by Natural England to show how well the trees are maturing before paying out any funds. The Clerk has contacted Cllr Ford and she will ensure that the claim is completed. The Chairman

agreed to contact the previous owner in order to establish the site of the trees planted in 2014.

The Clerk was asked to arrange a meeting with NCC Tree Officer and Cllr Brannan to discuss the Ash tree at the righthand side of the gate leading to the Old Church.

11.4 **Play Areas**

The Clerk was awaiting costings from NCC for the necessary repairs to the balance beam in Adamson Park.

11.5 **Allotments** – nothing to report.

11.6 **Plants and Flowers**

The Clerk informed the meeting that 3 new planters had been received and were already planted-up.

11.7 **Village Maintenance Issues**

- i. Mr Gunn was asked to chop down the vegetation outside of the Forge back to the Parish boundary.
- ii. The work at the Haining has been undertaken by Chisholm's.
- iii. Councillors were requested to review the positioning of the new litter bin at Reivers Gate following a complaint received from a local resident.
- iv. Two quotations were received and approved for works at the Old Church entrance for Northumbria Fencing £552.00 for repositioning a new gate and Crowcroft landscaping £375.00 for hedge works to improve visibility.

11.8 **Website** – no issues were raised.

11.9 **Longhorsley Tree**

The Clerk was asked to write articles covering the delivery of the sheep to the Moor and the new flower planters.

11.10 **Donation Requests:**

There were no requests this month.

12. **Items Carried Forward**

12.1 **Housing Developments in the Village**

- a) Reivers Gate/Wilding Place – the Chairman agreed to contact Cussins regarding any progress being made on the transfer of land.
- b) South Road Development – ongoing.
- c) East Road – ongoing.

12.2 **Neighbourhood Planning** – Cllr Brannan informed the meeting that the Inspectors Final Report was issued on 2nd May. There is now a 5-week window for NCC to undertake the corrections put forward by the Inspector. The Report will then go to NCC Cabinet for approval and there is an 8-week window for NCC to organise the referendum. This gives a date at the beginning of August for the referendum to be held.

12.3 **Village Green** – The Clerk was asked to chase-up this issue with NCC.

12.4 **Welcome Letters** – The Clerk confirmed that no new letters had been issued this month.

13. Other Agenda Items

13.1 Members considered and approved the list of Councillor duties as provided by the Clerk with the addition of “planning applications” being included under Cllr Foreman’s duties.

13.2 Members considered projects to be nominated for the Love Northumberland Awards 2018 – one suggestion was for the introduction of the Soay sheep on the Moor.

14. Other Items for Information

14.1 The Clerk informed the meeting that she had received correspondence from NALC/SLCC that the Annual Salary Award had been agreed.

15. Any Other Business (arising too late for inclusion on the agenda)

15.1 The meeting was informed that an email had been issued from NCC in reply to the Clerks enquiry as to the process and protocol for the emerging Local Plan. She will circulate the response to all members.

15.2 The Clerk had received further correspondence about the NCC Road Hierarchy review.

15.3 It was confirmed that Highways England had booked the Village Hall for a meeting on 20th July.

15.4 The Clerk was asked to bring the Village Hall leases to the next meeting with a precis of current terms.

The meeting closed at 9 pm.

Items for the next agenda to the Clerk by COB Sunday 3rd June 2018