

## **Longhorsley Parish Council Annual Meeting – 8<sup>th</sup> May, 2019 – The Church Room – 7.00pm**

**Present** Cllrs: I Elliott (Chairman)  
P Ford  
K Foreman  
V Pagan  
D Pringle

Clerk G Turner

Internal Auditor G Kennedy

PC Teasdale

Members of the Public: A & S Etchells and W Gunn

### **1. Election of Chairman for 2019/20**

Cllr Elliott asked for nominations for the position of Chairman of the Parish Council. Cllr Ford proposed Cllr Elliott and this was seconded by Cllr Pagan. 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 as he had notified the Chairman that he would accept the position, he was duly elected.

### **4. Apologies for Absence** – Cllr T Lowrie and County Councillor G Sanderson.

### **5. Minutes** of the meeting held on 10<sup>th</sup> April 2019 (which had been previously circulated) were approved, and signed.

### **6. Declaration of Interests for items on the Agenda** – None declared. The Clerk reminded all councillors to review their current declarations to ensure that they were up to date.

### **7. Date of Next Meeting(s)** – It was agreed that the dates of the next meetings would be: 12<sup>th</sup> June and 17<sup>th</sup> July 2019.

### **8. County Matters** – County Councillor Sanderson was not in attendance.

### **9. Report from PC Andrea Teasdale**

- Locally, several quad bikes had been stolen.
- She was arranging for the Police Dog Section to attend the local nursery/playgroup.

- Problems at Drummonds Close were continuing. She had spoken to Karbon Homes about the problems. However, no reports were being made directly to Karbon. She has undertaken a leaflet drop in the vicinity informing residents to contact Karbon by phone or email to report any future issues. She was meeting with Karbon Homes on 9<sup>th</sup> May to discuss further.

## **10. Finance**

### **10.1 Internal Audit 2018/19**

Mr Kennedy, the Internal Auditor, presented his report/letter 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 2018/19 (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. There were no issues to discuss and members approved the Internal Audit Report.

### **10.2 Annual Governance Statement 2018/19**

Members had been issued with a copy of the Annual Governance Statement (Section 1, p4) 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, p5) 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 17<sup>th</sup> June to Friday 26<sup>th</sup> July 2019.

10.5 **Authorisation of Payments** – Members considered and approved the Authorisation of Payments list for May 2019, totalling £1,584.55.

### **10.6 Review of Standing Orders**

Members reviewed and endorsed the Standing Orders as dated 8<sup>th</sup> May 2019.

### **10.7 Review of Financial Regulations**

Members reviewed and endorsed the Financial Regulations as dated 8<sup>th</sup> May 2019.

10.8 **Data Protection Legislation May 2018** – Members approved the suite of documents as detailed covering individual rights, privacy, processing, access and breaches.

## **11. Routine Items for Review**

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

- 19/00924/S106A - Variation of S106 agreement at Beech House, West Road – Members had no objections to this application.
- Wishaw (large extension) – this application is currently being circulated; members have been advised that several local residents are objecting on the basis that this is a seriously large extension.

b) **Planning Decisions –**

18/03619/FUL Extension to existing garden room at Linden Cottage was GRANTED by NCC with specific conditions applied.

c) **Lyndhurst –** still awaiting decision by NCC.

d) **Cross Cottage Appeal –** no date has been arranged.

11.2 **Moor Management Scheme**

- Cllr Pringle informed the meeting that he has spoken to JP Garden Services to move more felled timber to the trackside.
- The gate has now been padlocked to ensure that ponies cannot get out to the other side of the Moor,
- It is too early to start spraying for piri-piri.
- A survey is to be undertaken on the Moor to identify areas of ancient woodland.
- The Clerk confirmed that the 2019/20 funding application had been completed on time.

11.3 **The Old Church Wood**

- The contractor will be mowing between the rows of trees twice this year.
- Most of the trees on the sewer line have been removed.
- We hope to mark out a measured 1 km route around the field for those who take their walking/running a little more seriously.
- Peter and Alison Fisher will be undertaking a botanic survey in July.

11.4 **Play Areas**

- Mr Gunn is aware that Adamson Park needs additional woodchip.
- The Clerk was asked to identify a contact for the climbing frame as the legs are perishing and require “cupped supports”.
- MUGA – the works are anticipated to begin w/c 13<sup>th</sup> May
- The Chairman had spoken to a CCTV expert as to what type of system would be suitable for the MUGA area. It is proposed that a camera be fitted to the SE corner of the site next to the entrance with another towards the NW corner to allow coverage of the allotments too. The recording equipment and antenna would need to be situated in the Village Hall. A cost of circa £5,000 was suggested and it was thought that this would be suitable for Cllr Sanderson’s Small Scheme budget. The Clerk was asked to look at protocols for introducing and maintaining CCTV systems.

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

A member of the public raised the issue of where vehicles belonging to the MUGA contractor would be parked-up. The Clerk informed the meeting that any vehicles would be parked at the top of the Village Hall Car Park next to the MUGA entrance. She also informed the meeting that porta-loos will be brought for the contractors.

## **No other issues were raised and the meeting recommenced at 8.05 pm**

11.5 **Allotments** – problems of dog fouling in the area had been mentioned. The allotment officer will come to the next meeting to highlight certain problems.

### 11.6 **Plants and Flowers**

The Clerk informed the meeting that there was a slight delay in receiving the 3 new planters as the company had run out of the brown plastic used for the planters.

### 11.7 **Village Maintenance Issues**

- i. Mr Gunn will now begin the work to remove ivy growing around certain trees.
- ii. The Sycamore tree in Adamson Park is very poorly with significant virus infection down to the roots, with bracket fungus being the visible evidence. Several large cavities have also been found. The tree had undergone some maintenance but the report written by the tree surgeon stated that there was nothing that could be done to save the tree. It was agreed that unfortunately it should be felled. By using a heavy lift telescopic arm, the timber could be removed in large pieces, which would keep the tree surgeon's time to a minimum. JP Garden Services would deal with tidying the park after the works. The park would need to be closed whilst the work was undertaken and the "Tree – Breaking News" would be used to inform local residents. A 5-day notice certificate could be issued to NCC in order to get approval for the works to be carried out. The History Society will be asked to write an article covering the tree's history as it is believed to be over 150 years old – this should also include photographic evidence.
- iii. The Walking Group will be looking at the footpaths in and around the Village over May, June and July and will prepare a report on the findings.
- iv. The local Scout Group have requested permission to carry out some tidy-up works at Archies Pond. This request was agreed by members and asked that the work be carried out before the Dredging Works take place.
- v. A request had been received to amend the notice that the Village Shop hands out to those vehicles parked in the layby for long periods. Cllr Ford agreed to write the amended words to be used on the notice.
- vi. It was agreed that all fly-posting should be removed except those posters on the Tree or noticeboards. The allotment officer should also be asked at the next meeting about any signage being placed on the allotment posts.
- vii. 2 new signs to be placed outside the shop are to be ordered regarding parking limits, as well as 2 signs for the Old Churchyard reminding people to close gates.
- viii. The post outside of the Church layby has been knocked over and needs to be reinstated.
- ix. The Chairman asked the Clerk to report the blocked drains to NCC and request that the gullies be emptied.

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

### 11.9 **Longhorsley Tree**

The Clerk was asked to write articles covering the Adamson Park Tree, Wood on the Moor, Parking issues at the shop, the use of blue weed killer, the Community Award Winner and the School Project Dog-pooch winners.

### 11.10 **Donation Requests:**

- i. Members agreed a grant of £50 re the Morpeth Northumbrian Gathering.
- ii. Members received correspondence from the Friends of Alnmouth Station requesting a donation towards the upkeep of flower planters – this application was unsuccessful.

11.11 **Welcome Letters** – Members noted that 3 letters had been issued to residents in Reivers Gate and also a letter to 83 Drummonds Close.

## 12. **Items Carried Forward**

### 12.1 **Housing Developments in the Village**

- a) Reivers Gate/Wilding Place – the Chairman informed the meeting that he had issued NWA with details of play equipment/picnic tables suitable for the area.
- b) South Road Development – ongoing.
- c) East Road – ongoing.
- d) Kirkups Corner – ongoing
- e) Stephenson's Garage – ongoing

12.2 **Village Green** – Members noted correspondence from NCC regarding Counsel's Opinion still being awaited.

## 13. **Other Agenda Items**

13.1 Members considered and approved the list of Councillor duties as provided by the Clerk with the following amendments:

- i. Vacant Position – remove Chair of Neighbourhood Planning Ctee
- ii. Cllr Pagan – change Vice-chair of Neighbourhood Planning Cttee to Reviewer of LNP.
- iii. Cllr Pringle – remove ad-hoc maintenance
- iv. Additional Duties – add Village Maintenance under Mr Gunn, and add Jackie Robinson as having responsibility for the flying of the flag.

13.2 Northumberland Day – Members received and noted correspondence from NCC.

## 14. **Other Items for Information**

14.1 The Clerk informed the meeting that she had the latest edition of the CPRE Spring newsletter.

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

- 15.1 Community Award Arrangements – Cllr Pringle agreed to speak to the last holder of the Shield to try and locate its whereabouts. The Chairman is to provide refreshments and glasses, with Cllr Ford presenting the awards.
- 15.2 Robsons Field Correspondence – the Chairman had spoken to NCC and it was agreed that a “correction of fact” statement is to be placed onto the LNP area of the website.
- 15.3 A request to plant a Rowan Tree on the green at Whitegates had been received – members agreed to this request.
- 15.4 The Clerk was asked to speak to NCC regarding the signage and road markings to be placed at the Old Church junction.

The meeting closed at 9:15 pm.