

**LONGHIRST PARISH COUNCIL**  
**Parish Council Bi-monthly Meeting**  
**Longhirst Village Hall**  
**7PM on THURSDAY, 05 SEPTEMBER 2019**

**Draft MINUTES**

**PRESENT:**

**Chair:** Cllr Catherine Farrell  
**Parish Councillors:** Cllr Peter Coates, Cllr Glen Fahy, Cllr Maureen Lowes, Cllr Chris Marr, Cllr Richard Tordoff

**APOLOGIES:**

**Councillors:** Cllr Mark Davies, NCC Cllr David Towns

**IN ATTENDANCE:**

**Clerk:** Helyn Douglas  
**Public:** Residents: Carol Robson, Peter Lovering

**PUBLIC FORUM**

**Printed Agendas for Notice Boards**

Resident Carol Robson asked if an agenda could be put in the notice board at Ulgham Lane. Councillors discussed which locations would be best use (one in each was felt to be unnecessary). The Vice Chair also requested that a volunteer would be needed to put these in place (and take them down in the week after the meeting). The following revised list was agreed:

- War Memorial (Ancroft) & Bus Stop - Cllr Richard Tordoff
- Colliery & Ulgham Lane - Cllr Glen Fahy
- Micklewood - Janet Quinn (resident)

**1 APOLOGIES FOR ABSENCE**

Apologies were given as above.

**2 DISCLOSURE OF INTEREST**

There were no interests disclosed.

**3 MINUTES OF PREVIOUS MEETING - 04 Jul 19**

- 3.1 The minutes were agreed as being accurate and were signed by the Chair.

**4 MATTERS ARISING (not covered elsewhere on the agenda)**

**4.1 Paddock Wood**

The Parish Council would like to discuss with the Woodland Trust options for how best to cover the muddy entrance section (possibly with replacement decking, or gravel, or some other solution). The Parish Council would be

Minutes signed by Chair  
Longhirst Parish Council

*Catherine Farrell*

Date

*7<sup>th</sup> November 2019*

Minutes of meeting 05 September 2019

willing to pay a contribution towards these costs as this is a valuable amenity. The Clerk will write to Richard Wilson with a view to presenting costed options at the next meeting.

**ACTION: CLERK**

#### 4.2 Parish Plan

The Chair produced a copy of the Parish Plan from 2011. Councillors agreed the document was now out of date, but could prove a useful basis for any future planning activities. The Clerk will scan this in for archiving and distribution to Councillors (but not for the website). Resident Carol Robson thought she may have copies of the original working papers for that plan and will forward them on.

**ACTION: CLERK / C ROBSON**

### 5 PLANNING APPLICATIONS

#### 5.1 Domino's Field - [19/00991/FUL](#)

Cllr D Towns had previously confirmed that this will be presented at a Full Planning Committee but no date has yet been announced for this. The Vice Chair reported that the applicant Enterpen has made some changes to their application (rectifying the mention of Longhirst School to Pegswood School), but still maintains the field was part of the opencast site and is not in the green belt. Both of those assertions are strongly refuted by the Parish Council.

#### 5.2 Anaerobic Digester - [18/04533/FUL](#)

There is also no update on the progress of this application.

### 6 FINANCES

#### 6.1 Bank Mandate

The Clerk reported that she had received confirmation today that the mandate has been updated. Cheques can therefore be signed by any two of the following: Cllr C Farrell, Cllr P Coates or the Clerk. The Clerk will now register for Internet and Telephone Banking (though this may require further authorisation).

#### HMRC

The Clerk now has access to the HMRC account information online. There appear to be some outstanding issues to resolve (possible underpayments). The Clerk requires access to earlier bank statements and other payroll information in order to ascertain the facts before proceeding.

#### 6.2 Bank Statements

The most recent statements (now being sent direct to the Clerk) were circulated for information (although there were no transactions).

#### 6.3 Income / Expenditure

Some expenditure has been incurred by the Clerk - specifically adding the War Memorial to the Parish Council insurance policy. These will be reimbursed once the online banking is available.

**6.3 Budget**

This list is as per the last meeting and is somewhat based on estimates. Once the Clerk has access to the online bank statements she will put together a full list of expenditure for this year.

**ACTION: CLERK**

**7 BUSINESS****7.1 Local Transport Plan 2020/21**

In addition to those items being negotiated with Northumberland County Council for speed reduction signage, Councillors agreed the following priorities:

1. Improvements to the footpath from Longhirst Village to Pegswood (Butcher's Lane).

The Clerk is to contact Pegswood Parish Council to ask if they would consider including this in their list of priorities

(The various speed signage measures will be included on the list for the sake of completeness.)

**ACTION: CLERK**

**7.2 Three-Year Parish Council Plan**

Councillors discussed again the proposal from Cllr Marr for a set of key priorities and an accompanying action plan. Councillors felt this could be very useful and agreed to trial it for a few months (though as an internal document for Councillors' use, not for the website). Cllr Marr and the Clerk are to liaise to complete any missing details on the action plan.

**ACTION: CLLR C MARR / CLERK**

**7.3 Data Protection & Subject Access Policy**

This document is based on guidance from the Information Commissioner's Office. Councillors agreed to adopt it as it stands.

**7.4 Document Retention Policy**

This document is taken directly from a legal topic note from National Association of Local Councils. Councillors agreed to adopt this.

**7.5 Records Management Policy**

This policy is also based on good practice from the Information Commissioner's Office. Councillors agreed to adopt this policy.

**7.6 Tree Charter**

Councillors discussed the Charter but felt it was not necessary to sign up at this time.

**8 REPORTS****8.1 Update on NCC issues**

There were no items discussed.

**8.2 Micklewood Footpath**

Although Northumberland County Council has no legal powers to force Dere Street to re-open the gate, Rob Murfin (Director of Planning) did agree to write to request that they do so. To date the Vice Chair has not heard back. The Parish Council will await developments.

### 8.3 Flooding on Ashington Road (C126)

The Clerk submitted a formal complaint to both the County Council and Advance regarding the flooding on the above road. Advance's reply (from Neil Turnbull) was generally supportive but non-committal and referred the issue back to NCC. Martin King (Castle Morpeth Area Highways Manager, NCC) stated that the problem is not with the road, but rather with the water draining from the adjoining field (owned by Advance) and is therefore wholly a problem for Advance.

Allowing water to drain onto a highway is technically breaking the law. Martin King did agree to write to Advance setting out their legal obligations as a starting point for taking further action. He pointed out that this approach would be complicated and time-consuming (and also that any solution was likely to be very costly).

Councillors agreed that the current state of the road is entirely unsatisfactory, with permanent lying water, and that a solution of some kind is required. Cllr G Fahy will endeavour to keep a photographic record of those days when it is at its worst (with dates, and copied-in to the Clerk).

The Vice Chair suggested that a site meeting is arranged with Martin King (NCC), Neil Turnbull (Advance), Cllr David Towns and Cllr Peter Coates to review the problem and seek a solution.

**ACTION: CLERK**

### 8.4 Right of Way, Longhirst Level Crossing to Ashington

As regards the public right of way at the northern end of the field this has not been reinstated as Advance feel the field is not safe for the public. Cllr Fahy pointed out that a new gate and sign advertising public access has been erected at the other end of the field so finds this a contradiction. Advance has stated that the work to install a country park is due to start in the next few months, and will take approx 2 years to complete. Councillors considered that it may be that the public right of way will be done last. This item will be kept under review.

### 8.5 Defibrillator

Cllr R Tordoff reported that the Parish Association (via Michael Elphick) was successful in securing £1,400 from the Community Chest (NCC) towards the costs, and County Cllr D Towns has offered a further £500. The Parish Council gave thanks to both parties for that. The total cost is £2,200 (for a NEAS approved defibrillator, plus cabinet), and the Parish Council agreed to fund the balance of £320. There will also be a cost for wiring-in the unit, and a local electrician has offered to do this for the price of the materials (estimated to be c£30).

It may be necessary for the Parish Council to pay the full costs and then

reclaim the donations in time (to prevent delays in completion of the project) and Councillors agreed to this.

The two remaining issues are:

1. To request if the Village Hall will pay the on-going electricity costs to run the unit (this cost is expected to be minimal).
2. To agree a definitive position for the defibrillator at the Village Hall, taking in to account any listed building constraints.

**ACTION: CLLR R TORDOFF**

#### **8.5 Parish Website Improvements**

Cllr C Marr reported that this work is progressing and updates will follow in due course.

#### **8.6 NCC Road Signs & Speed Reduction Measures**

The Vice Chair gave an update on progress, in particular that he has been given a design for the new village 'name plates' and is pleased with these. Dates for the work commencing have not yet been set. Cllr Coates confirmed to Cllr Lowes that the faded 30mph signs near NE Grains will be replaced as part of the overall scheme.

Regarding the speed reduction warning signs, as these are powered by solar panels it will not be possible to locate any in shaded positions (such as under a tree). Suitable sites have been identified that should be in keeping with residents' expectations. Preferably the Parish Council would like two signs, ones that show the speed in green when a driver is within the limit, red when over it, and a 'thank you' once the driver has slowed down. The cost appears to be c£5200 per unit, and Cllr D Towns may be able to fund one of these this year (it is unclear if he could fund another next year).

If only one can be purchased the Councillors agreed it should be at the North end of the village. Costs will continue to be investigated.

**ACTION: CLLR P COATES**

### **9 CONSULTATIONS**

#### **9.1 [Northumberland Local Plan - Examination Hearings](#)**

Councillors were reminded that the formal examination hearings for the Northumberland County Council Local Plan take place at various venues between 08 - 31 Oct.

#### **9.2 [Review of Polling Districts, NCC](#) - closes 30 Sep**

This review by the County Council does not affect polling district boundaries.

### **10 CORRESPONDENCE**

#### **10.1 [Annual Town & Parish Council Conference, NCC](#) - 03 Oct 19**

Two members of the Council are able to attend from each Town or Parish Council (the Clerk will be attending anyway). The Chair, Cllr Catherine Farrell will attend.

- 10.2 [Northumberland Day 2020 Parish Challenge, NCC - 24 May 20](#)**  
Councillors were reminded of this event but had not plans to take an active part.
- 10.3 [Tour of Britain, NCC - 09 Sep 19](#)**  
Councillors were reminded that this cycle race will be going through Northumberland on Monday, and that the village will be affected by a road closure during the afternoon.
- 10.4 [ICO - Parish Council Resource Pack](#)**  
The Clerk reminded all the Councillors that if they use a private email address for Parish Council business they are still required to obey the regulations around data protection, and supply information if a Freedom of Information request was received.
- 10.5 [Non-Mains Water Supply \(Licences\), Environment Agency](#)**  
One business resident may be affected by this change but is likely to already be informed; the Parish Council was not aware of any residential properties affected.
- 10.6 [NALC Annual Conference 28-29 Sep](#)**  
The conference is in Milton Keynes - this was presented for information.

## 11 ANY OTHER BUSINESS

- 11.1 Traffic Mirror**  
The Vice Chair raised an issue on behalf of Cllr Mark Davies regarding a request from residents at Stable Close for a traffic safety mirror. The Vice Chair confirmed that the Parish Council sees this as a private matter. However it is our understanding that planning permission is not required, though permission from the landowner where the mirror is sited will be needed (and that the landowner may request an indemnity). The Clerk will draft a response.  
**ACTION: CLERK**
- 11.2 Gully cleaning**  
Cllr M Lowes asked that a request is made to clean out the gullies on the main street.  
**ACTION: CLERK**
- 11.3 Colliery bus stop - weeds**  
Cllr M Lowes asked that the Bus Stop at the Colliery is dirty and overgrown with weeds and requires being tidied up. It would be ideal if a resident from the Colliery houses could be found to do this.  
**ACTION: CLLR M LOWES**
- 11.4 Longhirst Village Show**  
Cllr C Marr reported that the recent Longhirst Village Show had proved a great success.
- 11.5 Projector**

The use of a projector to display the agenda and reports will be trialled at the next meeting.

- 12 DATE OF THE NEXT MEETING**
- 7PM, 07 NOVEMBER 2019 (Longhirst Village Hall)

**CLOSE OF MEETING @ 8.40PM**

Minutes signed by Chair <i>Catherine Farnell</i>	Date <i>7 November 2019</i>
Longhirst Parish Council	Minutes of meeting 05 September 2019