

LONGFRAMLINGTON PARISH COUNCIL

MINUTES OF VIRTUAL MEETING

Meeting on: 1st July 2020
Meeting at: Zoom 829 4040 5379
Meeting time: 7:00 pm
Present: Cllrs: Gillian Apthorpe (GA), Allison Davis (AD), Graham Fremlin (GF) - Chair, Diane Lakey (DL), John Munro (JM), Gillian Nelless (GN), Dave Weldon (DW).
In attendance: Clerk

The meeting opened at 7.02 p.m.

- 1) **Apologies for Absence** – None
- 2) **Table Urgent Business to be discussed in 20 below**
 - a) Local Electricity Bill.
- 3) **Declaration of Interests** - None
- 4) **Gifts & Hospitality** - *None*
- 5) **Community Police Report-**
 - a) Longframlington Report. Non received
 - b) General Police Update from Police Community Support received from Russell Stalker CSO4965 Alnwick Police Station earlier in the month. 'This is just a quick update and to check in with the parish councils on our foot beat. Please feel free to forward this to anyone who may be interested. We are still sending out email updates to individual parishes during the pandemic. We understand some of the original meeting dates that were planned may have changed. Please keep us up to date so we can send out updates accordingly. Over the past few months we have been responding to hundreds of calls relating to breach of covid19 guidelines. We would like to thank all of the residents who have reported these issues during this uncertain time to ensure everyone's safety. We also have two operations running – OP RATIO/OP DETERENCE. This involves us patrolling local beauty hotspots, in partnership with Northumberland National Parks/Forestry commission/Fire Service, such as Simonside/Thrunton, Fontburn and many other locations due to concerns regarding overnight camping, large groups gathering and risk of fires due to BBQs. Patrolling premises such as industrial estates, post offices, pubs, shops and other locations vulnerable to break ins with a number of vehicles being stopped/checked. An incident of note being an attempted theft at Rothbury on 19th May whereby we quickly located the vehicle/persons involved who were arrested and vehicle seized. Despite this demand we have continued to carry out speed checks, particularly in the areas of Longframlington and Powburn where complaints have been high. As always, any concerns please ring 101 or contact us online <https://beta.northumbria.police.uk/contact-us/>. We look forward to attending your meetings in the near future.'
- 6) **County Councillors Report** - None received
- 7) **Minutes of Previous Meeting** - The minutes of the virtual meeting held on 3rd June 2020 were reviewed, unanimously approved as a true record and signed as such.

Housekeeping Issues

- 8) **Matters Arising out of Minutes** - To receive updates on the following matters not appearing elsewhere on the agenda:
 - a) Road Improvements. GF reported that the Rothbury Roadworks would begin Saturday 4th July. The work would start at the Healeycote end of the village and move eastwards. Diversions would be in place during working hours. Residents living within the roadworks would have access, but may experience a short delay. Highways were experiencing some problems with the A697 works and were awaiting a decision on how to proceed. GF agreed to put a note on Facebook to this effect.
Action: GF
 - b) Village Inspection – check hedges, trees and weeds for report to NCC. Members had no issues to report and were generally satisfied with the general appearance of the village.

- 9) **Meetings to Attend / Attended** - None

10) **Finance**

- a) Receipts in the month were approved.

| | | | |
|------------|-----------------|---|-------|
| 01/07/2020 | David Parkinson | Donation -Sale of tomato plants to support PC | 70.00 |
|------------|-----------------|---|-------|

- b) Clerk's salary, expenses, PAYE & NI and approval of Other Payments were approved.

| | | | |
|------------|------------------------------|---|---------------|
| 01/07/2020 | Playsafety Ltd | Annual RoSPA inspection | 136.80 |
| 01/07/2020 | Garth Rhodes reimbursement | Zoom subscription | 14.39 |
| 01/07/2020 | Graham Fremlin reimbursement | W/life camara/adapter/2 padlocks | 72.67 |
| 01/07/2020 | Graham Fremlin reimbursement | W/life camara/adapter transfer to cem/try | -51.67 |
| 01/07/2020 | G Rhodes | Salary & Expenses (Jun 2020) | 269.75 |
| 01/07/2020 | LPC | Recharge Clerk's wages to cem/try (Jun) | -21.17 |
| 01/07/2020 | HMRC | PAYE June 2020 | 66.80 |
| 17/06/2020 | British Gas | Electricity Sports court | 10.10 |
| | | Total | 497.67 |

- c) Requests for donations. None. A donation of £70.00 was received from David Parkinson who sold tomato plants in aid of the Parish Council. The members wished to record a vote of thanks to Mr Parkinson

LONGFRAMLINGTON PARISH COUNCIL

d) Bank Reconciliation to 1st July 2020. Based on May bank statement as awaiting June statement. Approved.

| Balance per bank statements as at 22 May 2020 | | | | £ |
|--|-------------------|------------------------|--------|-----------------|
| | Community account | | | 65381.50 |
| | Business Saver | | | 6101.54 |
| | | | | 71483.04 |
| Less unpresented cheques/direct debits | | | | |
| Cemetery | 01/07/2020 | Sam Mavin NPC | 80.00 | |
| | 01/07/2020 | Anglian Water Business | 10.86 | |
| | 01/07/2020 | Garth Rhodes | 51.00 | |
| Parish Council | 06/03/2020 | Alnwick Playhouse | 50.00 | |
| | 03/06/2020 | Anglian Water | 2.05 | |
| | 06/05/2020 | Gavin Christie | 38.00 | |
| | 06/05/2020 | Gavin Christie | 80.00 | |
| | 03/06/2020 | Anglian Water | 47.19 | |
| | 03/06/2020 | Garth Rhodes | 17.99 | |
| | 03/06/2020 | Garth Rhodes | 31.88 | |
| | 03/06/2020 | Garth Rhodes | 14.39 | |
| | 03/06/2020 | Peter Basnett | 200.00 | |
| | 03/06/2020 | G Rhodes | 564.75 | |
| | 03/06/2020 | HMRC | 132.60 | |
| | 03/06/2020 | G Christie | 247.00 | |
| | 01/07/2020 | Playsafety Ltd | 136.80 | |
| | 01/07/2020 | Garth Rhodes | 14.39 | |
| | 01/07/2020 | Graham Fremlin | 72.67 | |
| | 01/07/2020 | G Rhodes | 269.75 | |
| | 01/07/2020 | HMRC | 66.80 | |
| | 17/06/2020 | British Gas | 10.10 | |
| | | | | 2138.22 |
| Uncredited Deposits | | | | |
| Cemetery | 12/05/2020 | B/burn & H/hurst PC | 238.00 | |
| Parish Council | 06/03/2020 | C Brennan | 19.01 | |
| | 06/03/2020 | B Weallans | 10.00 | |
| | 06/03/2020 | B Weallans | 10.00 | |
| | 30/04/2020 | Brian Conway | 9.01 | |
| | 30/04/2020 | Mary Hipwell | 10.00 | |
| | 30/04/2020 | B Weallans | 9.01 | |
| | 01/07/2020 | David Parkinson | 70.00 | |
| | | | | 375.03 |
| Balance | | | | <u>69719.85</u> |
| Balance per cash book | PC | | | 58018.49 |
| | Cemetery | | | 11701.36 |
| | | | | <u>69719.85</u> |

e) Annual Governance and Accountability Return for 2019/20 – The AGAR had been submitted to PKF-Littlejohn, External Auditors and the Notice of Public Rights and the mandatory elements of the AGAR and accounts have been posted on the PC webpage and notice boards.

11) **Village Activities** – None

12) **Allotments**

a) Management: No issues

b) Maintenance including:

i) Allotments inspection JM had carried out the inspection. Generally, the plots were in very good order. Only two allotments needed some attention as the plot holders had been shielding. JM to follow up on this.

Action: JM

LONGFRAMLINGTON PARISH COUNCIL

13) King George V Playing Field including:

- a) Re-opening of the playground and sports court. From 4th July the Government were lifting some of the restrictions on playgrounds and outdoor gym equipment. However, there were some stringent requirements including a risk assessment, controls on social distancing, cleaning of frequent touch areas on equipment. This would be very challenging for our PC with only one part-time member of administrative staff. There were issues regarding the provision of sanitiser which was 70% alcohol based in areas without full-time supervision. Regrettably, it was unanimously agreed that the current conditions were too challenging at the moment to re-open the facilities. However, the PC would maintain a watching brief on the government regulations and would reopen the playground/outdoor gym as soon as it was practically possible. AD to produce and post a Facebook message to this effect and GF to produce and post laminated notices. **Action AD/GF**
- b) Sports Court & Playground RoSPA inspection June 2020. The inspection had taken place and the report was circulated to members for consideration. The following issues raised by the inspector were of note, some of which required immediate action:
- Tank turn surface. Whilst a low risk this had been highlighted. Provision for repairs were in place for this to be carried out once current restrictions were lifted.
 - Little bridge over the rills. One handrail missing, one handrail and post rotting both require replacement. **Action: GF**
 - Main signage at the gate fading. GF believed he had a replacement sign. **Action: GF**
 - Signage on fitness machines. Inspector indicated in the report that the required signage was not in place. In fact, each piece of equipment had the necessary health & safety and instruction signage. Clerk to add a note into the RoSPA report to this effect. **Action: Clerk**
 - Surface under new multiplay equipment to be kept in good condition. Currently it is .No further action.
 - Slide embankment. Inspector reported that there was exposed concrete. On checking, GF found this to be concrete holding the supports directly under the slide which would be virtually impossible for children to get access to. Agreed to lay turf around these footings. **Action: GF**
 - Swing basket – inspector recommended relaying the matting. On checking it was found the area was in the best condition it has ever been since the equipment was installed. No further action.
 - Junior 2 bay, 4 seat swings and Toddler 1 bay two seat swings. The support frames were rotting at the base. The recommendation was to replace the legs. This may be possible but could be costly and a better option might be to replace the swings. Agreed to contact the installer and ask them to inspect and make recommendations. As this was an urgent matter and there being no PC meeting in August, members to be informed of the outcome of the inspection and the recommendations from the contractor in order to agree a way forward. **Action: GF/Clerk**

14) Planning

- a) To note any planning issues since previous meeting.

| Ref No | Description | NCC Status | Parish Council Position |
|--------------|--|---------------------------------|--|
| 19/04531/FUL | Land North of Fairfields - 47 residential dwellings | Registered Awaiting decision | See minutes from previous meeting for PC responses |
| 20/00469/FUL | Land North East of Springfield Low Town Farm Erection of 2 holiday cottages | Registered | See minutes from previous meeting for PC responses |
| 20/00923/FUL | Land South of The Paddock – Erection of four houses | Registered | See minutes from previous meeting for PC responses |
| 20/01450/FUL | Land South of Victoria Cottage – 1 house + vehicular and pedestrian access | Registered | No objection |
| 20/01627/FUL | 25 Church Street - Replace existing rear deck with a larger, safer deck. | Registered | No objection |

It was reported that all current Longframlington Planning Applications would be considered by NCC through delegated powers. The decision on the 19/04531/FUL Land North of Fairfields - 47 residential dwellings application was awaiting S106 arrangements. Once approved the developer would be in a position to decide which of the two applications (58 or 47 houses) to go for. 20/00469/FUL - Land North East of Springfield Low Town Farm -Erection of 2 holiday cottages approval was awaiting decisions on access and drainage. 20/00923/FUL Land South of The Paddock – Erection of four houses a new footpath had been added to the application.

P19-2476PL - Land North of Fairfields, Longframlington. The PC had been informed by the developer of a proposal for an application for the next stage in the development on this site for a further 29 houses. Under the current planning regulations (pre the new Northumberland Plan which is not yet at a stage in which it could influence a planning decision) there were no boundary issues which could prevent such an application. Agreed to respond to the developer to thank them for their information and that the PC look forward to seeing their plans in due course. **Action: Clerk**

Tree Preservation Order (TPO) - trees to the north of Embleton Hall. Steve Buckley had been asked to provide an update for the meeting. His report had not been received in time for the meeting. Members had also been asked to consider trees

LONGFRAMLINGTON PARISH COUNCIL

in the village that may be included in a TPO application. TPOs could be applied for as individual trees or multiple tree orders and could be applied for by a single person or group/organisation. It was agreed to have a section on tree preservation in the next consultation of the Neighbourhood Plan. **Action: AD**

15) Action Plan – July 2020

- a) Allotments - Review and revise allotments regulations and check on issues from allotment holders. It was agreed that had the regulations had only recently been revised that no further action to be taken at this time.
- b) Village Christmas tree – Source and order tree for village. GA to contact the Christmas Tree supplier who had offered to donate a tree to see if they can supply and possibly deliver a tree of up to 7m. **Action: GA**
It was agreed to purchase a set of white replacement lights **Action: GF**
- c) Review Playground / Sports court – Review and Inspect following RoSPA inspection. See item 13 b) above.
- d) FramNews Report – GN agreed to write the next report. Issues to include:
 - i) Reasons for continued closure of the playpark
 - ii) Roadworks information
 - iii) Thanks to business and volunteers for the efforts during the Covid-19 restrictions
 - iv) 'alleged vandalism' in the cemetery

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

16) Neighbourhood Plan. AD reported that she had circulated the May NP plan report. Members had found this very informative. Next steps were to develop the next consultation phase. **Action: AD**

17) Cemetery/JBC issues. It was agreed at the PC meeting of 1st April 2020 that the management of the cemetery be carried out through delegated powers during the period of the Covid-19 restrictions and until the current regulations on public gatherings are relaxed. The following provides a brief update of JBC/activity since that date.

a) Finance since the last meeting 4th March 2020

i) Notification of Receipts

| | | | |
|------------|---------------------|-----------------------------|----------------|
| 26/03/2020 | NCC | Cemetery Double Charge 2020 | 120.00 |
| 06/04/2020 | LPC recharge | JBC Precept (first half) | 1262.00 |
| 12/05/2020 | B/burn & H/hurst PC | JBC budget element | 238.00 |
| 14/05/2020 | LPC recharge | VAT refund. | 1944.00 |
| | | Total | 3564.00 |

ii) Notification of Charge for Clerk and other Payments

| | | | |
|------------|------------------------|---|---------------|
| 01/04/2020 | Sam Mavin NPC | Mole control | 80.00 |
| 03/04/2020 | LPC | Recharge Clerk's wages to cem/try (May) | 32.17 |
| 02/03/2020 | NCC | Non Domestic Rates Bill | 0.00 |
| 06/05/2020 | LPC | Recharge Clerk's wages to cem/try (May) | 33.86 |
| 06/05/2020 | Gavin Christie | Grass cutting (transfer to cemetery) | 42.00 |
| 03/06/2020 | Anglian Water Business | Water bill | 2.05 |
| 03/06/2020 | LPC | Clerk's wages (May) | 38.10 |
| 03/06/2020 | Gavin Christie | Grass cutting (transfer to cemetery) | 93.00 |
| 01/07/2020 | Sam Mavin NPC | Mole control | 80.00 |
| 01/07/2020 | Anglian Water Business | Water bill | 10.86 |
| 01/07/2020 | Garth Rhodes | Memorial Sign Herbert Gibson Reimburse | 51.00 |
| 01/07/2020 | Graham Fremlin | W/life camera/adaptor Reimbursement | 51.67 |
| 01/07/2020 | LPC | Recharge Clerk's wages (Jun) | 21.17 |
| | | Total | 535.88 |

iii) Net Income less Expenditure to date 2020/21 = 3028.12

iv) At Bank 01 July 2020 = 11701.36

- b) Burials/Ashes & Internments since the last meeting 4th March 2020 - None
- c) Memorial Applications since the last meeting of 4th March 2020. Memorial Plaque for Herbert Gibson was requested and approved by delegated powers. This had now been installed and the family to be invoiced in due course. The family had also originally requested approval to plant a shrub which was to be planted along the west side of the dividing path between the current cemetery and new extension. They had now asked for approval to increase this to 6 hydrangeas. All in favour.
- d) Report of possible vandalism in the cemetery – GF reported that following the report of possible vandalism a wildlife camera had been purchased and set up in the cemetery. The filming showed that the source of the 'vandalism' was due to crows who were congregating in the cemetery and pulling out the flowers from the urns. It was agreed to place an item on this in the FramNews report. **Action: GN**

18) Covid-19 Related Issues

- a) Continuance of on-line meetings. The advice from Govt. was still that businesses should work from home wherever possible and legal restrictions on gatherings remain in place. In essence this meant that there should not be physical

LONGFRAMLINGTON PARISH COUNCIL

meetings for parish, town or community councils at this moment in time. The members agreed to delay the decision to move to online meetings to nearer the time of the next meeting

- b) NALC and BHIB new risk assessment guide. The national NALC and BHIB Councils Insurance had produced a new guide on risk assessment for COVID-19. "The guide features guidance and information to help make risk assessments and directs to useful resources from the government and the Health and Safety Executive, with specific details on how to adapt your risk assessments for COVID-19. (It) contains two templates designed especially for local (parish and town) councils that will help start risk assessments. During the early part of the COVID-19 pandemic, the government decided on what could remain open or closed. As the situation moves into a new phase, there will likely be no national position, and the increasing emphasis is placed on individuals or organisations to make decisions. For local councils, the decision to reopen facilities such as play equipment, community halls or sports facilities, or to return to office working will need to be made case-by-case. A vital part of that decision-making process will be how to assess and manage risk. The full document can be read at <https://www.nalc.gov.uk/library/news-stories/covid19/3272-risk-assessment-for-covid-19/file> ." The risk assessment template was very comprehensive and related mainly to councils who had offices, a workforce of more than one and several public amenities. Members agreed that they could refer to the guide to undertake a limited Covid-19 risk assessment of the parish as government restrictions are lifted.

- 19) **New model Code of Conduct consultation** The Local Government Association (LGA) had launched a consultation on a new model member code of conduct. The detail appeared to be similar in content to the current code. Members were invited to submit individual responses. **Action: All**

20) **Any Urgent Business**

- a) Local Electricity Bill. The Local Electricity Bill had been successfully introduced, following its presentation to government under the Ten-Minute Rule on 10 June. It was unopposed in Parliament, and introduced without a vote. Should it now pass into law, it would allow consumers to purchase energy from local groups, and not just nationally licensed utilities. As such, the new 'Right to Local Supply' for energy will allow communities to sell locally generated electricity directly to local households and businesses. Members were asked to read the detail and that the item be placed on the next agenda for a fuller discussion. **Action: All/Clerk**

21) **Agenda Items for, and Date of Next Meeting**

- a) Agenda Items: Local Electricity Bill
b) Date of next meeting: Wednesday 2nd September 2020 at 7.00 p.m. Venue t be confirmed.

Garth Rhodes – Parish Clerk, 5 Wardle Terrace, Longframlington, Northumberland NE65 8AB. E-mail longframlingtonpc@gmail.com