

Shilbottle Parish Council

Minutes of a meeting of Shilbottle Parish Council held on

Wednesday 11 October 2023 at 18.30

In The Haven Community Room

1. **Public Speaking**

- 1.1. There was no public speaking.

2. **Welcome by Chair**

- 2.1. Meeting with The Northumberland Estates on site about Grange Road development went very well. Works expected to start spring 2024 with first residents moving in by end of 2024. A Sustainable Drainage basin to be installed along Grange Road for run-off water capture. Six affordable houses will be included in the project.
- 2.2. Local Area Committee – Held at Bamburgh on 28 September attended by Cllr Mrs Haddow and Cllr Thorne. Cllr Haddow made a statement about cemetery funding by NCC in relation to the parity of provision and cost aspect upon the move to a unitary council. Parishes and Town Councils with cemeteries not only pay for their own cemeteries via the Precept but we are also paying for all the cemeteries in the South East of the County, together with those in the old Castle Morpeth Borough and Berwick Borough via our Council Tax. Unitary council was for parity for all but this is not being shown in practice. Actions need to be undertaken in alignment with expectations when the Unitary was formed. The meeting recorded this question raised by Cllr Mrs Haddow and updates will be provided in due course on this topic when NCC respond.
- 2.3. Chair apprised the meeting on the decision regarding the situation on Remembrance Sunday timing which is to remain at 2 p.m. on 12 November.
- 2.4. War Memorial has been identified to the Clerk by a member of the public with an incorrect spelling of one of the fallen. The Clerk has been instructed to have this rectified by the stonemason.

3. **Those Present**

- 3.1. Councillor Stephen Elliott, Graham Huggins, Shelia Robertson Yvonne Douglas, Edith Hood, Sinead Bailey Celia Lewis and The Chair, Councillor Mrs Haddow, Clerk Paul Burns.

4. **Apologies for Absence**

- 4.1. Received from Cllr. Storey and McCann.

5. **Minutes of meeting held 13 September 2023**

- 5.1. The Minutes were presented for approval.
- 5.2. Minutes were discussed with update on various points raised at last meeting discussed.
- 5.3. Minutes proposed Cllr Douglas and seconded by Cllr Hood. Unanimously approved.

6. **Matters arising for discussion**

- 6.1. No additional items were raised at this juncture.

7. **Declaration of interest**

7.1. None.

8. Correspondence

8.1. Amicale Hery Shilbottle Association — Naming of the new estate road on proposed Grange Road development

The request was considered by the meeting. This appears to be premature at this time since no planning permission has been given. It was agreed to await Northumberland County Council decision on planning and the process that would ensue should permission be granted before moving forward on this suggestion. The Clerk was asked to respond accordingly.

Councillors were strongly in favour of naming the Estate after the existing farm. i.e. South East Grange or South East View.

8.2. NCC – Planning Consultation 23/02401/FUL Land North West Of 1 Deanmoor Deanmoor, Change of use of land to residential and erection of garage building – Permission GRANTED.

8.3. NALC – SEPTEMBER 2023 ENews.

8.4. Shilbottle Community Hall – Litter Wheelie Waste Bins - Relocation

8.5. NCC - North Local Area Committee meeting on 28th September 2023 feedback

8.6. Storey & Son – Quotation - Seats and signs – Quote was tabled and discussed. Proposed to proceed by Cllr Robertson and seconded by Cllr Douglas. Passed unanimously. Clerk to issue instruction to proceed

8.7. The Northumberland Estates – Grange Road Development – Questions feedback

8.8. Mazars – Audit 22/23 – AGAR Completion issued.

8.9. Resident – War Memorial – Spelling issue (see earlier).

9. Finance (for Sep 2023)

Outgoings

Storey and Son Landscape	Service Level Agreement	£1,125.00
SPC Clerk	Cemetery payment	£50.00
HMRC	PAYE (P32)	£40.20
Kidd Garden Design	Play Area Maintenance	£120.00
SW Elliott Molecatcher	Play Area Maintenance	£50.00
NALC	Membership fees	£368.41
SPC Clerk	Wages	£715.00

Incomings

NCC	PRECEPT	£16,264.00
SPC Clerk (Receipt No 17)	Cemetery Fees	£400.00

- 9.1. AGAR 2022/23 – Mazars the Smaller Authorities' Audit Appointments auditors failed to issue completion notice by the statutory date of 30 September when the parish council must publish the outcome on the website. Clerk emailed Mazars next working day. Following day Mazars apologised that they thought they had issued on 26 September 2023 but confirmed they had failed to do so. They attached the completed AGAR for publication. This was immediately published on our website within one hour of receipt.
Clerk will now instigate VAT returns submissions.
- 9.2. Clerk distributed Q2 23/24 and Q2 22/23 account balance comparisons for councillors' perusal/comments.
- 9.3. Finance report given by Clerk was proposed by Cllr Hood and seconded by Cllr Bailey. Passed unanimously

10. **Planning** – Clerk advised the following feedback over past month:

- 10.1. Planning Consultation 23/02548/CCD Friendly Frogs Pre-school Shilbottle First School – Work has been halted following failure of the Principal Contractor (Northumberland County Council) to have put in place all necessary checks and sign off authority prior to starting works. Until these measures are resolved works are on hold. Works have recommenced
- 10.2. 23/02401/FUL Land North West Of 1 Deanmoor. Change of use of land to residential and erection of garage building Permission GRANTED
- 10.3. 22/00741/FUL | Development of 54no. residential dwellings (6no. affordable) including associated access, car parking, Sustainable Drainage, gardens, landscaping and all other ancillary works | Land South Of Grange Road Grange Road Shilbottle Northumberland. See 2.1 above.

11. **Feedback on play areas** - Councillors Huggins/Bailey

- 11.1. Cllr Huggins advised of inspection outcome.
- 11.2. Signs have been collected for each play area and are to be installed (see 8.6 above).

12. **Liaison with NCC** - Cllr Lewis on liaison with County Councillor Thorne

- 12.1. Cllr Thorne attended the Local Area Committee with Cllr Mrs Haddow to support her presentation to the committee.
- 12.2. Cllr Thorne also attended The Northumberland Estates Grange Road site visit as reported earlier.
- 12.3. Cllr Lewis took an action to contact Cllr Thorne regarding the following highlighted highways issues:
 - 12.3.1. Chevrons on bends leading into Percy Road from Alnwick

- 12.3.2. Traffic calming at entrances to village.
- 12.3.3. Concerns were also raised with parking/traffic at the Club/Chemist/Shop on Grange Road (failure of drivers to comply with give way based on Highway Code)
- 13. **Liaison with Police** - Councillors Douglas, Hood.
 - 13.1. The Chair would like to know just what service the Parish Council should expect from Northumbria Police. To this end the Clerk was instructed to write to the local senior officer and request an answer to the Chair's question on expectation.
- 14. **Bus Shelters** - Councillor Storey.
 - 14.1. Nothing to report this month.
- 15. **Dog fouling/Litter** - Update by all Councillors for designated areas
 - 15.1. Nothing to report this month.
- 16. **NCC Housing and Public Protection** - Councillors Hood, Bailey
 - 16.1. Nothing to report this month.
- 17. **Environment & Sustainability** - Councillor McCann
 - 17.1. Nothing to report this month.
- 18. **Welfare Meeting** - Councillor Mrs Haddow
 - 18.1. Meeting today has been postponed until next month at 17:30 before the next Parish Council meeting on November 8th.
- 19. **Planning for Christmas** - Councillor Mrs Haddow
 - 19.1. Helen O'Sullivan and Colin Gough will be invited to come along and provide their input to the celebrations.
- 20. **Remembrance Sunday** - Councillor Mrs Haddow
 - 20.1. Cllr Hood has organised purchase of the wreaths for the day.
 - 20.2. Format as previous years discussed in last meeting for a 2 o'clock start.
- 21. **Alnwick Area Committee** - Councillor Mrs Haddow
 - 21.1. See 2.2 above.
- 22. **Vehicle Activated Signs** – All Councillors
 - 22.1. Consider 4 signs required at entrances 1) Percy Road, 2) Coquet View, 3) West End /Deanmoor Rd, 4) Near Selby/Farne Road.
 - 22.2. Chair requested Clerk to write to The Northumberland Estates to see if as part of the Grange Road development that they would contribute to purchase of signs.
 - 22.3. Clerk to write Carham Parish Council who have and Elan sign installed on entrance to Carham from Sprouston to ascertain some information on their experience with this system.
- 23. **Newsletter** - Councillor Mrs Haddow

23.1. Meeting to be arranged to begin work starting Monday next 16 October.

This concluded all items on the Agenda.

24. Further items at discretion of the Chair

24.1. Cllr Bailey asked question regarding Northumberland County Council out of hours service. Normal process is that when advised during weekdays action is immediate and carried out next working day to complete. What is the process if an issue is raised on Friday? Must it wait until Monday?

24.2. Northumberland Association of Local Councils Training was raised. Clerk advised that there is training advised in monthly Northumberland Association of Local Councils newsletter. Chair requested if specific training be brought to Shilbottle. Clerk to investigate.

24.3. No additional comments from attendees.

25. Date of next meeting:

The date of the next meeting is Wednesday 08 November 2023 at 18:30 in The Haven Community Room

25.1. Meeting ended 19:25