

LONGFRAMLINGTON PARISH COUNCIL

MINUTES OF MEETING

Meeting on:	1st October 2025
Meeting at:	The Memorial Hall, Longframlington
Meeting time:	7.00 p.m.
Present:	Clrs: Gillian Atkinson, Shaun Hoyle, Diane Lakey (DL), Tom Parkin (TP), Dave Wellden (DW) - Chair
In attendance:	Clr Trevor Thorne (TT), Clerk.

The Meeting opened at 7.02 p.m.

AGENDA

- 1) **Apologies for Absence.** Andrew Gawn (AG), Adelina Goodard(AdG).
- 2) **Table Urgent Business to be discussed in 16 below.** None
- 3) **Declaration of Interests.** DL: New School Project.
- 4) **Gifts & Hospitality** - Declaration from councillors if any received. None.
- 5) **Community Police Report-** The police had submitted a short report to say there were no incidents affecting the area. They also provided information about speed monitoring (See 6 below).
- 6) **Traffic management**
 - a) Speeding at North End of the village. Following a further email from a resident about speeding traffic into the village from the North, (even after the installation of the speed markers on the road), the police had been asked for advice on speeding on the A697 into the village, with the possibility of getting police speed cameras set up. They had replied that NCC Highways needed to be contacted to having speed monitor strips put down. This would clarify whether there was an issue with vehicles speeding in/out of the village. The Police would then consider whether they would monitor with a speed gun if demand allowed. Clerk to request speed monitoring strips to be installed. **Action: Clerk**
 - b) Speed Indicator South End. The speed indicator had stopped working. The Clerk had been unable to trace any service documentation. Graham Fremlin had been responsible for monitoring the equipment. The indicator had been installed in 2015, and it was time to consider replacing it with a more up to date sign dependent on whether the current one could be repaired and costs involved. **Action: DW/Clerk**

Clr Thorne pledged £15 k funding from the Members Local Improvement Scheme(MLIS) to replace the speed indicators at both ends of the village with more up-to-date interactive models. Clerk reported that the north end camera was working effectively at present and was under a 5-year service contract.
- 7) **County Councillors Report**
 - a) Pedestrian Crossing. TT had met with Neil Snowdon (NS), NCC, Highways who had indicated that it would cost in the region of £100k to install a crossing . Therefore, the funding identified from the MLIS would be insufficient and that it would require £106 monies from a future development or another source of funding to pay for this. He still wanted the PC to include this as the No1 LTP priority.
 - b) Drain Cleaning Front Street. TT had spoken with Highways about this but it still had not been done. Clerk to request a site meeting with Highways. **Action: Clerk**
 - c) North Northumberland Community Partnership Meeting 25th September 2025. This meeting which replaced the local Area Committees had proved highly informative. The focus of this meeting was Alnwick and included:
 - i. Re-lying of the Cobbles in the marketplace with safer flat top cobbles and flower tubs around the perimeter.
 - ii. Upgrading of the Bus station.
 - d) Cemetery adjacent the Green. A local resident had made complaints about the condition of this cemetery, particularly the encroachment of a sycamore tree, and was writing to the Leader of the Council, NCC on this matter.
 - e) Village Clean-up Friday 3rd October
 - f) New Parish Councillor. TT stated his pleasure that a young local resident had joined the Council.

Matters for the County Councillor

 - a) Orchid Area junction of A1 & Newton the Moor GA expressed her concern that a significant part of the area had been cut.
 - b) New School Project. Anne Lowrie had spoken to TT about the need to keep reminding NCC of the issue, to which he had agreed.
 - c) Welcome Signs into the Village. TT would rather the funding be used towards traffic calming measures.
- 2) **Minutes of Previous Meeting.** The minutes of the meeting held 3rd September were reviewed, unanimously approved as a true record, and signed as such. (Proposed DL, Seconded TP, All in Favour).
- 3) **Matters Arising out of Minutes.**
 - a) Councillor Vacancy Shaun Hoyle(SH) had made an application on which members have been consulted. He had stated that he met all the eligibility criteria. Members unanimously agreed to co-opt him with immediate effect and welcomed him onto the Council (proposed TP, seconded DL, All in Favour). SH said he was looking forward to being a member of the Council. He was particularly interested in determining the use of funds recently raised through the Village Fun Day and Beer festival and in future fund raising activity.
 - b) Longframlington Welcome Signs A697. Following the announcement from TT that the funding for this would now be used towards the cost of traffic management, it was agreed to remove the matter from the agenda. **Action: Clerk**
 - c) Longframlington Parish Map. GA made a short presentation of ideas for the map. SH agreed to print off the maps to enable GA to progress their design for the Memorial Hall and signage around the village. **Action: SH/GA**

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d) Actions following Village Inspection:

- i. Hall Hill Path: To consider quotation for replacement of gates and laying of gravel: The quotes from Gavin Christie (GC) of £418 for installing two new gates and £758 for laying 35 meters of crush and edging were agreed. His advice was that the larger diameter crush and the edging would significantly reduce the problem of the crush disappearing into the mud. **Action: Clerk**
 - ii. Dog Walking Field: To consider quotation for replacement seat. Two local firms were now supplying benches. Of the three quotes received it was agreed to purchase the 3 -seater Marmax Traditional Seat (Stanley), £380 (ex-Vat). This was a particularly good looking bench for a rural setting, at a good price and from a local firm. **Action: Clerk**
 - iii. Seat and maintenance of grass adjacent old Dennis Common garage site. Clerk had met with Martin Duddy (MD), Senior Team Leader, Local Services NCC on site. Both sides of the site (East and South) were already on the NCC schedule for grass cutting and they would recommence maintaining these areas. MD had also agreed to the PC seat being put back (as close to the telephone pole as possible). GC had quoted (£160) for this and been instructed to conduct this work.
 - iv. Dog Bin adjacent telephone exchange A697. Temporary repairs had been undertaken. **Action: DW**
- e) Longframlington Emergency Action Plan (LEAP) Review. A meeting of the LEAP committee to take place at 7.00 p.m. on Wednesday 15th October to rehearse the actions outlined in the plan. Nigel Fisher NCC CCT to be in attendance. TP to attend via video link. Clerk to send SH details. **Action: Clerk**
- f) Graham Fremlin Memorial. The memorial had been erected, and the two cherry trees planted on Saturday 27th Sept. Helen was pleased with the outcome. Helen Fremlin, DL, DW, one member of the public and clerk were in attendance.
- g) Villa Lane Holiday Park: cutting back of trees and hedges. Clerk had written twice to the holiday park company asking them either to remove or tidy up the brash and indicating that the Council wished to collaborate positively with them. No reply had been received. TP reported that the brash on the verge had been tidied up. No further action was agreed and item to be removed from the agenda. **Action: Clerk**
- h) School Community Project. Following the letter from Anne Lowrie (AL) it was agreed to put an action in the Annual Action Plan for each January (starting Jan 2027) to ask Cllr Thorne to remind the NCC Education Department of the issue of the imminent need for a new school build for Swarland School and to ask AL to identify numbers of 0 to 9 year olds and of new houses in the village each year to support this. **Action: Clerk**

4) **Finance**

a) Notification of receipts in the months of June. Approved.

08/09/2025	NCC ref 5587744	Precept second half	6500.00
08/09/2025	Barclays	Interest Premium A/c	101.80
12/09/2025	Brinkburn & Hesleyhurst PC	Printer Services	100.00
15/09/2025	Benamic Unlimited	Cashback Canon Printer	60.00
20/09/2025	Whitton & Tosson PC	Printer Services	50.00
Total			6811.8

b) Approval of Clerk's salary, expenses, PAYE & NI and approval of Other Payments. Approved.

03/09/2025	Gavin Christie	Maintenance - Sept.	484.00
08/09/2025	Garth Rhodes reimbursement	Microsoft 365 Z730B4JOAJVY	84.99
10/09/2025	Kompan Scotland Ltd SQ221160-1	Horse Springer (inc delivery £69.60)	563.52
10/09/2025	Garth Rhodes reimbursement	Cartridge People: Canon GX4050 printer/inks	512.98
16/09/2025	Garth Rhodes reimbursement	Direct 365. x2 sets defib pads	146.60
29/09/2025	HMRC	PAYE	208.40
29/09/2025	Garth Rhodes	Salary & Expenses	990.59
15/09/2025	British Gas	Electricity Sports court	10.23
16/09/2025	Anglian Water	Water Bill Cemetery	26.87
Total			3028.18

c) Requests for donations. None.

d) Bank Reconciliation to 29th September 2025. Approved.

Balance per bank statements on 29th September 2025			£
	Community account		8882.34
	Business Saver		30770.50
			39652.84
Less unrepresented payments	29/09/2025	HMRC	208.40
	29/09/2025	Garth Rhodes	990.59
			1198.99
Uncredited Deposits			0.00
Balance			38453.85
Balance per cash book			38453.85

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- e) Completion of the Annual Governance and Accountability Return limited Assurance Review y.e. 31st March 2025. In the opinion of the External Auditor, the information in Sections,1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters had come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met. Minor scope for improvement in 2025/2026 was that the internal control objective (K), 'if the Authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt', was ticked 'N/A' by the internal auditor when the Council was exempt in 2023/24. The box should have been ticked 'yes'. In future, the Council should ensure the internal auditor report is completed accurately. It is also expected that all Councils are using '.gov.uk' or '.org.uk' email addresses in 2025-26. **Action: Clerk**
- 5) **Allotments**
- a) Management.
- i. Follow up actions from Allotment Inspection. Clerk had written to the five tenants whose plots needed attention. One tenant had subsequently given up his tenancy, and it was agreed to directly pass this on to the applicant at the top of the waiting list. All of the other tenants had agreed to tidy up. One tenant had had tried to contact the two people who were supposed to be working the other half of his allotment without success., He had agreed to clear the area and prepare it for next year if they did not get in touch. It was agreed that council members do not make informal arrangements such as this in future as it left the innocent party to clear up the problem.
- ii. Next steps: Allotment Plan & Plot Reorganisation Now that the anomalies between the allotment plan and the list of tenant details had been resolved, it was agreed to undertake the process of renumbering the plots. It was also agreed that this did not require a plot holders meeting and TP agreed to conduct this work. Other discussions about the future development at the allotments was held in abeyance for a future meeting. **Action: TP/Clerk**
- b) Maintenance. an email from the tenants of Plot 8 about the height and depth of the hedge around the plot had been received. Hedges were the responsibility of the PC. GS had trimmed back as much as possible, but it was possible that more drastic action was required. The plot needs to be further inspection regarding this matter. **Action: TP/AG**
- 6) **King George V Playing Field**
- a) Clerk's weekly/monthly inspection report.
- i. The netting on the north side of the sports court needs to be refastened. **Action: DW**
- ii. Footballers are taping up the nets on the main football pitch when they have a match and then leaving significant amount of tape lying on the field which is being churned up by the mower. **Action: SH**
- b) Ongoing Maintenance.
- i. Damage to fence at Tank Turn. A resident had recently accidentally damaged the fence and reported this to the Clerk. He was extremely apologetic and paid for the repair (carried out the next day). The incident did alert the Council to the fact that there was no signage on the tank turn with respect to car parking and the PCs and vehicle owners' responsibility. It was likely that there was a requirement for signage, particularly with respect to public liability. Item deferred until the next meeting
- ii. Repairs to King George V Playing Field pedestrian and vehicular entrances. Aidan Clark was not currently working on stone walling, so a quote was obtained from GS for this work (£245). As this was deemed a health and safety issue, he had been instructed to carry this out. The quote included additional work to the vehicular entrance (which had been hit at some time by a vehicle) and required repointing.
- iii. Consider advice from NCC and quotations for removal of bin stores and replacement of x3 wheelie bin security posts and bins. During the site meeting with Martin Duddy, the removal of the bin stores and replacing with security posts was discussed. The following was proposed:
- The bin store adjacent to the sports court be removed and replaced with one larger wheelie bin attached to a new security post.
 - The bin store at the top of the playground be removed and replaced with a larger wheelie bin near the top entrance to the playground and attached to a new security post. Moving it here allowed easier access for the bin men and provided a litter bin for both the playground and the tank.
 - The small bin attached to the wall adjacent the football field to be removed and replaced with one of the existing smaller wheelie bins attached to a security post at the pedestrian Rothbury Road entrance to the football field.
 - Local Services to replace two of the smaller wheelie bins for larger versions, leaving one for the football field entrance and to remove the fourth. There would be no cost for this.
 - MD had recommended we purchase the security posts from Earth Anchors. The were proven to be very reliable, were locking and had a lid restrictor, preventing people from dumping large amounts of litter and also stopping the wind from blowing the lids open. Cost £155 each (exc-Vat) plus £65 delivery. Gavin had quoted to install the posts on concrete paving slabs and remove the old bin stores £458. Total Cost of project £988 (exc-VAT)
- Proposed DW, Seconded TP All Agreed. **Action: Clerk**
- c) Purchase of replacement single rocker. The horse rocker had been ordered through Kompan £469.60 Exc. VAT. Kompan had a sale which ended before the date of this meeting. Quotes were taken and considered by delegated powers (DW,TP, Clerk) and whilst there was one quote which was lower from a company the PC had not dealt with previously, it was agreed that Kompan was a safer option. The PC would install. Agreed.
- d) King George V Playing Field Entrance Signage. Awaiting map designs from GA. **Action: GA**

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7) **Planning**

- a) To note any planning issues since previous meeting. There were currently no requests for consultation that had not already been commented on.

Reference	Address	Status	Parish Council Position
25/02032/FUL	1 South View Longframlington. Erection of Wooden Garden Shed	Registered	No Comment.
25/03068/OUT	Lightpipe Farm: Outline permission (all matters reserved) for construction of 4no. dwellings.	Registered	See previous minutes for details

- b) Feedback on actions following meeting with NCC Planning:

- i. Consider Review of Neighbourhood Plan (NP). Sarah Brannigan, Planning Manager, Neighbourhood Planning Team, NCC had said they could advise on how to conduct a review of the NP. Rob Naples would be getting in touch.
 - ii. Councillor Training on Planning Matters. Viv Cartmell had passed on our enquiry to Rob Murfin who was in the process of putting together a training event for councillors. No further information available currently.
- c) Parish Council's contribution to NCC's Northumberland Plan Review. The Local Plan Review was at an early stage. and currently there was a 'Call for sites' whereby anyone could submit land that they would like NCC to consider for development. There would be multiple occasions when views would be sought on the Local Plan as it developed and the PC would be contacted on each of these.

8) **Cemetery issues**

- a) Burials/Ashes interments. None.
- b) Memorial applications. None.
- c) Maintenance. None.

9) **Action Plan – October 2025.**

- a) General Service review and assessment. Ensure asset register is up to date with transfers and purchases. Archive and remove out of date on-line and hard copy data/documentation. **Action: Clerk**
- b) Review community engagement Deferred to November meeting to include discussion on a media strategy. **Action: Clerk**
- c) Check on provision and conditions of grit bins; bus shelters; waste bins Underway.
- d) Annual Inspection of Emergency Action Grab Bag – to ensure full complement of equipment and provisions; that equipment is in full working order Replace any faulty equipment and out of date stock. **Action: DW/Clerk**
- e) Arrange Interim Internal Audit. Arranged for 28th October. **Action: Clerk**
- f) Appoint Councillor to lay the wreath at the Service of Remembrance. **Action: DW**
- g) Arrangements for Christmas Tree and Lighting Ceremony
 - i. Arrange Purchase of tree **Action: DW**
 - ii. Check lights **Action: DW**
 - iii. Installation of tree/lights/sounds **Action: DW/SH**
 - iv. Barriers and Safety **Action: TP/SH**
 - v. Produce Carol Sheet **Action: GA**
 - vi. Post info on Facebook **Action: GA/SH**
 - vii. Arrange for Mince Pies and Mulled Wine **Action: SH**

10) **Biodiversity and Climate Change Committee Report**

- a) NCC licence for the wildflower area. Mike Robbins NCC Estates had drafted a response for the last meeting, but it appeared not to have been sent. He informed the Clerk that the matter of the wildflower area was now the subject of court proceedings and because of this NCC were unable to provide any detail other than to say that they were awaiting a listing for the hearing. He reiterated that the County Council was fully supportive of the verge and wanted it to continue as it was a great asset to the village. Hence the reason why they were defending our/their position on this, He would let us know as soon as he heard anything further. DL had passed information on this matter and the biodiversity work being undertaken in the village to the County Councillor responsible for green measures.
- b) Wildflower areas. Rimside and Bee Kind areas has been cut. Allotment to do next. **Action: DL**
- c) Tree planting. Ongoing. **Action: DL**

- 11) **New Longframlington Parish Council Website and .gov email** Joining information from HugoFox (HF) had been received. In the first year, the Council would receive 6 months free website from HF. PC responsible for payment of the second 6 months but would get a refund from NALC for this as a discount off next year's NALC membership. There would be no NALC website invoice in 2026 as the website would shut down on 1st April 2026. The first step was to register the PCs domain and get the website up and running. There were three pricing levels from Yr 2 for the website maintenance (to be agreed at a later date). The costs for one email mailbox was £2.49 per month. Government advise that it was good practice that all members have a mailbox, but not a requirement. If all members had a mailbox, then the price would be £17.49 per month (a significant difference at a cost of £180 p.a.). HF offered a done-for-you website build, which included data transfer, unlimited revisions, and one-on-one training. The additional cost for a full website build was £199. Members agreed that the done-for-you build was a good option given the limited amount of time the Clerk would have for the work and the significant time it would take to do this ourselves. The Council agreed to sign up with HF, to the Website build at £199 and one mailbox. The members also agreed the new email address: longframlington-pc.gov.uk. **Action: Clerk**

- 12) **Agree Priorities for NCC Local Transport Three-Year Plan.** Clerk had attended the briefing session which had provided valuable information on how Highways generated data and evidence to determine its Plan. Parish Council priorities were only

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one of several criteria used. The advice given on writing priorities was to provide as much information as possible to explain the necessity of the priority along with an explanation of where and what was being requested to be carried out. The members agreed the following three priorities:

1. Controlled Pedestrian Crossing along the A697.

There is an increasing demand for a Controlled Pedestrian Crossing due to the growing numbers of houses and housing developments on both sides of the A697 through the village, leading to a significant rise in the numbers of pedestrians walking along this very dangerous stretch of road. Traffic has increased enormously over recent years. A great number of heavy lorries now use the A697 in preference to the A1 and the road is frequently used to by-pass incidents on the A1. The road is especially dangerous during busy peak times and particularly worrying when children are leaving for and returning from school. Traffic holdups due to large vehicles/parked cars and numbers of cars makes crossing the road extremely hazardous.

The last NCC survey which indicated that there was insufficient evidence for the need for a pedestrian crossing was undertaken some years ago, before such development was taking place. The survey only covered a 50m stretch either side of the sensor. Prior to a further survey being taken, an assessment of where people cross along the whole length of the A697 through the village needs to be carried out.

The Parish Council is continually asked why it is that there are pedestrian crossings in several villages along the A697, including Longhorsley and Powburn, but not in Longframlington. Our County Councillor Trevor Thorne is making the installation of a pedestrian crossing in Longframlington as his number one priority for his constituency.

We would suggest that the crossing be placed outside the Old School building at approximately **What3Words ///dumpling.crumb.vibrate**. The uncontrolled crossing which was placed some years ago (as seen in the picture) at this point has no value, drivers totally ignore or are unaware of pedestrians trying to cross at this point.

2. Alnwick Fords: To provide a priority scheme with clearer signage and removal of vegetation.

Whilst there may be no recorded incidents, problems at Alnwick Fords are regularly reported to the Parish Council. Vehicles continue to travel over this single-track bridge at high speed, where there is poor visibility. The current signs are too small and often obscured by trees and vegetation which are badly needed to be cut back. NCC has repeatedly stated they have requested the landowners to do this, but this has never happened. This is an amended priority to previous years. A priority system (as used on many narrow bridges throughout Northumberland) would ensure that traffic would slow down and vastly reduce accidents.

3. Installation of a pedestrian footpath on south side of C106 between Lightpipe Farm and Brinkburn Place.

The introduction of 150m of footpath on south side of the busy C106 between Lightpipe Farm and Brinkburn Place would enable pedestrians from the northeast of the village, (which has seen significant development in recent years) to have direct access onto the A697 and village amenities, without having to take the more lengthy and difficult footpath adjacent St Laurence Court which enters the A697 opposite the North End Cemetery. The C106 at this point is very narrow and extremely busy from both local traffic and those gaining access onto the A1. Many heavy vehicles now use this road. This current footpath alongside Saint Laurence Court has proved to be unsuitable for the elderly, disabled and those with prams or wheelchairs and creates a lengthy detour for pedestrians. The proposed footpath is essential if the planned development of four new houses at Lightpipe Farm is agreed. Indeed, it is the Council's understanding that this proposed footpath was originally included in the early plans for the adjacent Brinkburn Place development but removed without comment in later proposals. The lack of suitable pedestrian access along the C106 at this point goes against current thinking to encourage people out of their cars and to inspire them to walk or cycle on short local journeys. **Action: Clerk**

13) **NCC Corporate Performance Report (CCP) & Report from Meeting for Town & Parish Councils and agree further action.** TP to attend the special meeting regarding the CCP on 2nd October and to report back to the next meeting in order to inform the PC's response. Therefore, this matter was deferred until the 5th November meeting. **Action: TP**

14) **Community Governance Review: Parish Council Questionnaire.** NCC had passed a resolution to commence a county-wide Community Governance Review in accordance with the Local Government and Public Involvement in Health Act 2007. The Review enabled NCC to amend the community governance of its parishes and their electoral arrangements. The preliminary stage was for the Parish Council to complete a pre-consultation questionnaire. It was agreed that the PC were content with current arrangements and the Clerk to submit a response to this effect. **Action: Clerk**

15) **Polling District and Polling Place Review 2025** NCC had initiated a review of polling districts and polling places across the county to ensure that all electors had reasonable facilities for voting; to ensure that as far as reasonable and practicable polling places are accessible to all electors, including those who are disabled. The Members agreed that they were content with the current arrangements and the Clerk to submit a response to this effect. **Action: Clerk**

16) **Annual General meeting of the Northumberland Association of Local Councils Saturday 15th November.** Noted. DW had received information from the PC chair's meeting convenor where it had been noted that a several councils were dissatisfied with the support they received from NorthumberlandALC. DW to inform the convenor of the meeting of LPC's similar recent experiences of this. **Action: DW**

17) **Annual General Meeting of Northumbria Citizen's Advice Monday, 1st December 2025.** Noted.

18) **Any Urgent Business** None.

19) Agenda Items for Next Meeting

- a) Car Parking Signage on the tank turn with respect to the PC's and vehicle owners' responsibility.
- b) Fund Raising and use of funds for village play/sports facilities.
- c) Review of Community Engagement, Communication and Media strategies.

20) **Date of Next Meeting: WEDNESDAY 5th November 2025 at 7.00 p.m. in the Longframlington Memorial Hall**

The meeting closed at 9.48 p.m.

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