

# Minutes for the Meeting of Embleton Parish Council

**Monday 21st March 2016 at 7.30pm**

**Creighton Memorial Hall, Embleton**

**Chairman:** Terry Howells

**Present:** David Morgan, Raymond Carss, Neville Fawcett, Richard Manners, Georgina Armstrong, Adam Moody, Ray Imeson

**Clerk:** Melissa Gilroy

**Attendance:** Cllr Kate Cairns (NCC)

**192. Declaration of interests:** Cllr Armstrong agenda point 211 - Reserved Matters planning application relating to Creighton Place site. Agenda point 208 – Consultation regarding the naming of the housing development 'Creighton Place'.

**193. Apologies:** Gordon Coxon, John Young

**194. Confirmation of minutes of last meeting**

The Minutes of the 22<sup>nd</sup> February 2016 were agreed as a true record.

**195. Matters arising from minutes of last meeting**

- **Charges for Board on Village Green.** Annual donation of £100 from Sambuca to be confirmed 22<sup>nd</sup> March. Chairman to follow up.
- **Christon Bank Missing Signs & Stone Planters.** Missing sign on Horsley Place – Cllr Young to speak to residents. Missing sign by the phone box on order. Northumberland County Council (NCC) responded to the letter written by the Chairman regarding the location and insurance required to erect the planters. The contractor must have the appropriate insurance, NCC are also able to quote to build the planters. The option of ready-made wooden planters was discussed; similar examples can be found in Beadnell. Chairman & Clerk to look at Beadnell planters and research other examples online.
- **Former Toilet Site Lease.** Clerk has contacted NCC requesting a change to land usage on the Land Registry. NCC have advised that when the land was transferred from Alnwick District Council to EPC in 2009 it was not registered with the Land Registry. NCC cannot begin the process of changing the usage until this has been completed (NCC's legal & surveyors fees for this are £300). Clerk to contact Land Registry to gain a registered title and plan before progressing further.
- **Village Volunteer Group.** Chairman has drafted an article for the Whinstone Times requesting volunteers to set up an Embleton Village Volunteer Group. Due to appear in the April 2016 edition.
- **Signage at Dunstan Steads.** Having consulted all the concerned bodies Iain Robson (NCC) is currently working up some rationalised signage proposal. Clerk to write a letter to Iain to inform him of the additional Run England Start & Run England Route signs that have been placed at Dunstan Steads and to express concern over lack of progress with this project.

- **Field Next to Embleton Playpark**

Cllr Armstrong completed a clear up of the bonfire site on 20<sup>th</sup> March and is completing a second stage clear up using a van & forklift to remove the remaining residual debris. A drainage issue occurred on the site at the beginning of March with water continually flowing from the feeding trough. The Chairman contacted Northumbrian Water who have resolved the issue.

- **Transparency Fund Update.** A Transparency Fund for 2015-16 totalling £413.67 has been awarded to Embleton Parish Council (EPC). This amount is to cover the cost of a laptop, printer / scanner and Microsoft Office. Councillors agreed to the additional purchase of an external hard drive, cost £40.99.

**196. County Councillor's Report.**

- **Stone Bus Shelter.** Cllr Cairns confirmed that she was donating a sum of £2000 from her 2016/17 discretionary fund towards the cost of building a new stone bus shelter. Chairman to send a copy of the estimate for the erection of the shelter and evidence that two estimates have been obtained for the work. (Also see Agenda Point 206).
- **Greyfield Estate.** Cllr Imeson queried when the repairs were due to take place on the Swedish style homes on Greyfield Estate, with reference to no.46. (Post meeting note - A NCC Housing Officer is due to visit the tenants of no.46 on 22<sup>nd</sup> March, the issues identified will then be picked up by the responsible Project Manager at NCC on 23<sup>rd</sup> March).

**197. Passing Bays Towards Dunstan Steads.** The Clerk contacted NCC to enquire about the installation of passing bays towards Dunstan Steads. Richard McKenzie advised that this would be need to be part of EPC's Local Transport Plan (LTP) for 2017/18. The next LTP consultation is planned to start in May 2016.

**198. Dunstan Steads Farm – Planning Issues**

Complaint raised to NCC by resident Monica Cornall regarding the amount of pig waste and used straw bedding dropped and left on the road at times. She also queried the status of the caravan on site. A NCC representative visited the site to report on the issues and Cllr Kate Cairns has provided this feedback to Monica Cornall. Ongoing.

**199. EPC Terms of Reference, Publication Scheme & Document Register**

All documents circulated amongst Councillors and agreed.  
Proposer: Cllr Fawcett  
Seconder: Cllr Carss  
Unanimous

**200. Charity Donations & Requests for 2016/17**

Clerk circulated a summary of EPC's annual charitable contributions. Councillors agreed that all charitable donations that were made during 2015-16 should be repeated for 2016-17. Cllr Imeson expressed the views of several community members regarding the % rise expressed on the Council Tax Bills in relation to the Precept. The Councillors agreed to put an article in the April edition of the Whinstone Times explaining the reasons for the rise (i.e. bus shelter, planters and contingency fund), Chairman to draft an article.

**201. Parking / Driving on Village Greens.** The village green opposite the Greys Inn is being gradually eroded and reducing in size as a result of cars parking / driving on it. This is also causing access issues during busy times. Measures of controlling and managing the issue were discussed e.g. stone boulders, fencing etc. The Councillors agreed that the initial action should be to write to the residents / holiday let owners requesting that they use the car park and refrain from parking on the grass verge. Chairman to action.

- 202. (and 203) Conservation Area Complaints, Jubilee House & Greys Inn.** Several amendments have been made recently to properties within the Embleton Conservation area. These have included the removal of shrubs and the laying of paving slabs outside Sambuca, new windows in the Dunstanburgh Castle Hotel, Velux window in Jubilee House and the air ventilation unit on the side of Greys Inn. EPC have not been consulted in relation to any of these cases. To clarify the guidelines for a Conservation area the Councillors agreed to invite a Conservation Officer from NCC to the May PC Meeting. Chairman to draft up a letter of invite.
- 204. Northumberland LED Street Lighting Project.** Clerk to chase up Gavin Barlow within the Locality team at NCC in relation to the request for examples of the style of street lamps available within the scheme. Clerk to also request street lighting towards the Bungalow end of the new Quarry housing as this was not fitted when the development was completed.
- 205. Recycling Layby North of Embleton.** Ongoing issues of litter build up. Photos taken by Cllr Manners and circulate to the NCC representatives responsible for maintaining the area. No feedback or actions have been taken as a result. Councillors agreed to contact Cllr Cairns to help raise further at NCC. Clerk to action
- 206. Homes for Northumberland.**
- **Stone Bus Shelter.** (See also agenda point 196). Following a meeting with the Chairman and NCC representative on 21<sup>st</sup> March, EPC are awaiting confirmation of the agreed contribution towards the building of a new stone bus shelter.
  - **Landscaping Requirements for Bank.** Councillors discussed the response written by John Turner (Landscaping Consultant) in relation to the request for further landscaping to the bank of the new housing development. Chairman to respond requesting bulbs, trees to the entrance and a hedge along the top of the bank.
- 207. Meeting Reports.** None to report.
- 208. E-Mails Received.**
- **450 Bus Service.** Ellingham PC have emailed EPC requesting a contribution of £250 towards the running of the 450 Ellingham-Alnwick bus service. Clerk to reply to Ellingham PC to inform them that EPC are currently considering their position as they wait for service usage figures from NCC. Chairman to chase up the figures and agreement to be made at the April EPC Meeting.
  - **Street Naming Consultation – Creighton Place.** Councillors agreed that Creighton Place was a suitable name for the new Cussins housing development. Clerk to respond with feedback to the Technical Officer at NCC.
  - **Parish & Town Council Planning Training.** Wed 20<sup>th</sup> April 2016 – St James' Centre Alnwick. Cllr Armstrong agreed to attend.
  - **Local Youth Worker.** Cllr Morgan highlighted the email received from Cllr Young regarding the Family & Youth Worker for the local area. Further information about the scope of the work and options available for the residents of the PC to be discussed when the person has been appointed and attends an EPC meeting.
- 209. Maintenance Issues.** None to report.

## 210. Financial Matters.

- Current Account Balance £7644.95 @ 29/02/2016
  
- Spent & Received since 22/02/16
  - Clerk Wages & Expenses - £363.36 (Jan 16)
  - HMRC - £81.20
  - Christon Bank Methodist Church - £10.00
  - T Howells (J Cockburn Bin Installation) - £25.00
  - Northern Electric + £50.00
  
- Cheques required
  - Clerk Wages & Expenses - £388.60 (Feb 16)
  - Creighton Hall - £12.00
  - NCC – Playing Field Rates - £66.55
  - Parish Rooms - £120.00

## 211. Planning Matters

16/00624/REM | Reserved matters relating to 14/00372/OUT – Access, layout, scale, appearance and landscaping for erection of 36 dwellings | Land North of Woodsteads U3010 Station Road to Embleton Moor Junction Alnwick Northumberland | Cussins Embleton LLP. – Consultation deadline 4<sup>th</sup> April 2016.

- With 15% affordable housing on the new site, Councillors have requested further details of the intentions for the other 15% for off-site affordable equivalent. Clerk to respond to the consultation on behalf of EPC.

**212. Correspondence.** A new Greyfield sign is required at the entrance opposite the Quarry housing development. This was removed by SURGO during the build works, Clerk to contact NCC to order a replacement.

**213. Asset Register & Insurance.** Clerk to chase up Aon Ltd, Cane & Company and Zurich to provide quotes for Insurance. Asset Register and Risk Analysis to be completed when the new policy is in place on 1<sup>st</sup> May 2016.

**214. Risk Analysis** (as above).

## 215. Agenda Items for Next Meeting.

- Footpaths – Blue Bell bank & bus shelter to garage.
- Neighbourhood Plan

## 216. Time, Date and Venue of next meeting

The next meeting will be held on Monday 25<sup>th</sup> April 2016 at 7:30pm in the Methodist Church Hall, Christon Bank.