

Minutes for the Meeting of Embleton Parish Council

Monday 22nd May 2017 at 7.00pm

Creighton Memorial Hall, Embleton

Chairman: Terry Howells

Present: Georgina Armstrong, Raymond Carss, Adam Moody, Richard Manners, Vickie Fyffe

Attendees: County Councillor Wendy Pattinson (Northumberland County Council (NCC))

Clerk: Melissa Gilroy

446. Declaration of interests

Cllr Fyffe Agenda point 454 (Cllr Fyffe is a business owner advertising on the village green for an annual charge).

447. Apologies: None

448. Confirmation of minutes of last meeting & Extraordinary PC meeting 12th April

The Minutes of the 24th April 2017 & 12th April 2017 were agreed as a true record.

449. Matters arising from minutes of last meeting

- **Christon Bank Stone Planters.** The Clerk is in receipt of the builder's 5m Public Liability Insurance certificate, NCC have given permission for the work to begin, John Young has agreed to supply the stone. The builder is due to start the work in June / July 2017.
- **Bus Shelter.** Work on the bus shelter has been completed. NCC have transferred the £2k contribution to the building project.

450. County Councillor's Report. Cllr Kate Cairns provided a report. See the Minutes from the Annual Meeting of the Parish. Cllr Wendy Pattinson (County Councillor - May 2017 local council elections) provided an account of Embleton Parish Matters to date:

- **Council Leader.** Due to be elected on Wednesday 24th May.
- **Road Surfacing.** Road surface outside the playpark / opposite Sambuca's to be reported to NCC as this stretch requires re-surfacing.
- **Swedish Houses – Greyfield Estate.** The residents of the Swedish Houses are still waiting for NCC to complete the repair work. Cllr Pattison advised that this work is expected within 6-7 weeks. Residents awaiting accommodation in Merton Cottages whilst the repair work is being completed.
- **Christon Bank Flooding.** Despite the work that has been completed. Residents have reported that this site is still getting flooded. Cllr Pattison has contacted Northumbrian Water to complete work on the drainage pipe at the site.
- **Communication.** Cllr Pattinson is intending to produce a newsletter for all PC residents bi-annually and intends on putting a card with contact details through every door within the Parish.

451. Councillor Declaration of Interest Forms. All Councillors signed Declaration of Interest forms. Clerk to submit forms to NCC and retain copies.

- 452. Election Expenses Declaration Forms.** All Councillors completed the election expenses forms. Clerk to submit to NCC and retain copies.
- 453. Approval of BDO Audit Financial Statement.** The 2016-17 balance sheets for Embleton Parish Council (EPC) and Embleton Joint Burial Committee (EJBC) were approved at the April 2017 PC Meeting. Councillors were sent a copy of the BDO Financial statement for 2016-17 prior to the PC Meeting. All Councillors agreed the statement, Chairman Howells and Clerk signed the statement. Accounts to be sent to Fraser Suffield for external audit. Clerk to action.
- 454. Village Green Businesses Annual Payment.** Following the April PC Meeting the Clerk wrote to all the Businesses requesting the annual payment for usage of the village green for advertising purposes. Two businesses have yet to make payment. Clerk to write to these businesses to request payment.
- 455. Possible Co-option of members to the PC.** The Chairman read the agreed process of co-opting members to the PC according to the EPC's Standing Orders. The Councillors agreed to progress with co-opting four additional members to the PC. Clerk to draft notices for display. The Chairman requested that the Clerk downloaded and circulated a copy of the 'Good Councillor Guide' publication. Clerk to action.
- 456. Road Side Trees.** Ongoing. Cllr Carss to action
- 457. Neighbourhood Plan.** The Chairman provided an update of the Neighbourhood Plan (NP) working party. The first meeting of the NP established a Chair and Secretary. A Treasurer to the working party is yet to be established. The Clerk to EPC has provided the grant application forms to apply for funding to recruit an independent NP authority to assist in the writing of the plan.
- 458. Creighton Place Development.** At the April PC Meeting Councillors reported that the layout of the houses is not according to the original approved plan. The Clerk questioned the positioning of the houses in Creighton Place directly behind Woodsteads. Planning Officer Liz O'Brien (NCC) provided the PC with the current housing siting plan. No amendments have been made since the original planning permission. The Chairman to check the original plan against the current builds. Cllr Carss enquired if any Sport & Play funding was received by the Bowls Club following their application. Chairman and Clerk to chase up.
- 459. Quarry Development Update.** The Chairman appointed the solicitor and informed NCC. County Cllr Wendy Pattinson is in the process of organising a meeting with David Feige, NCC and the Chairman to discuss and agree details of actions associated with the CAT i.e. border fencing and the Wildlife Management Plan funding.
- 460. Condition of bank between B1339 and Whinstone View.** In 2016 EPC were advised to review the condition of the bank in a year, allowing time for the plants to establish. It has been a year since the bank was landscaped and the area is overgrown. Cllr Wendy Pattinson to contact Ian Stanners (NCC) regarding the bank. It was also noted that old bus shelter opposite the bank looked tired and required tidying up. Cllr Armstrong recently cleared up broken glass from the area. Councillors agreed to get quotes for power washing the area from Mark Nelson (Seahouses). Clerk to action. Other reported issues at the site were the gap in the footpath close to Whinstone View requires finishing and the planters need to be moved further north following all the building works, Chairman to chase up.
- 461. Meeting Reports**
- **CAN Spring Conference, 10th May, Great Hall, Alnwick Castle 1-4pm.** EPC not represented at the meeting.
- 462. Forthcoming Meetings.**

- **Introduction to Local Councils, 12th June, Bremish Hall, Powburn.** Cllr Fyffe to attend.
- 463. Embleton Joint Burial Committee (EJBC).** Bradley Hall are marketing the sale of Cemetery House. The house is open to offers with a closing date of 31st July. Amendments to the marketing literature have been requested by the EJBC Secretary, Bradley Hall published the information without the final agreement of the EJBC.
- 464. Emails Received / Correspondence.**
- **Station Road Resident Letter.** A letter from a Station Road resident has been received expressing concerns of future building plans of a neighbouring plot of land. The Chairman advised that the PC were unable to consult until a pre planning or planning application has been received by NCC.
- 465. Financial Matters.**
- Account Balance £23,491.79 @ 29/04/2017
 - Spent & Received since 24/04/17
 - Zurich Insurance -£469.80
 - Clerk wages & expenses (March 2017) -£268.00
 - Clerk printer ink, paper & stamps -£14.50
 - Creighton Hall (12th April) -£13.75
 - Creighton Hall (24th April) -£13.75
 - NCC You're Welcome Scheme (Nov 16-March 17) +£208.33
 - VAT Refund 2016-17 +£333.63
 - NCC Bus Shelter Contribution +£2000.00
 - Dunstanburgh Golf Club +£100.00
 - Dunstanburgh Castle Hotel +£100.00
 - Cheques required
 - Clerk Wages & Expenses -£313.26 (April 17)
 - Clerk Expense (V Fyffe Training 12th June) -£10.00
 - Air Ambulance -£100.00
 - Alnwick Playhouse -£50.00
 - Community Action North (CAN) -£25.00
 - Bailiffgate Museum -£50.00
 - Hospice Care -£100.00
 - Citizens Advice Bureau -£25.00
 - Whinstone Times -£200.00
 - Northumberland Age UK -£100.00
 - Northumberland Community Voluntary Association -£25.00
 - NALC Annual Subscription -£165.97
 - Parish Church Rooms (You're Welcome Scheme) -£208.33
 - Creighton Hall (NP Meeting & EPC May Meeting) -£27.50
- 466. Planning Matters - Update**
- 16/04039/FUL. Proposed sub division of existing dwelling into two holiday units with a linked door. Rosedale Station Cottages, Christon Bank, NE66 3EX. Mr P Bulloch
GRANTED.
 - 17/00929/FUL. Removal of front steps and walls and creation of roofed porch on the same footprint. Dunstanburgh Castle Hotel, Front Street, Embleton, NE66 3UN. Mr John Fyffe.
GRANTED.
- 467. Agenda Items for Next Meeting.** None
- 468. Time, Date and Venue of next meeting**
Proposed that the meeting should be held on Monday 26th June 2017 at 7:00pm in Christon Bank Methodist Church Meeting Room