

# Minutes for the Meeting of Embleton Parish Council

Monday 23rd May 2016 at 7.50pm

Creighton Hall, Embleton

**Chairman:** Terry Howells

**Present:** Raymond Carss, Neville Fawcett, Richard Manners, Gordon Coxon

**Clerk:** Melissa Gilroy

**Attendance:** Cllr Kate Cairns, Northumberland County Council (NCC)

**240. Declaration of interests:** None.

**241. Apologies:** David Morgan, Georgina Armstrong, Adam Moody, John Young

**242. Confirmation of minutes of last meeting**

The Minutes of the 25<sup>th</sup> April 2016 were agreed as a true record.

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

- **Christon Bank Missing Signs & Stone Planters.** Missing sign on Horsley Place – Cllr Young to speak to residents. Further information has been obtained from NCC Highways Department regarding the contractor requirements for building the planters. Before James Cockburn may commence the work in Christon Bank the following is required: £5m public liability insurance, traffic management proposals, a completed stone structures form and evidence that there are no public utilities at the site. Chairman to organise a meeting with John Young regarding the stone and progress the project further.
- **Signage at Dunstan Steads.** Bamburgh Parish Council (PC) have confirmed that their 'No Overnight Parking' signs have helped in deterring vehicles from parking on the roadside overnight. Parish Clerk photographed the signs and contacted Fantasy Prints (the sign makers used by Bamburgh PC) requesting a quote for 1-3 signs and posts for the site at Dunstan Steads. Costs to be discussed at the next PC meeting, Clerk to action.
- **Local Footpath Guide.** Cllr Young obtained a quote from CBS for the printing of 3000 colour leaflets at £265.73. Further quote to be sought from Azure Printing, Clerk to action. Cllr Young to present the proposed leaflet design at the next PC meeting, Clerk to request.
- **NCC Grass Cutting across Embleton.** Parish Clerk reported the NCC grass cutting across Embleton on the verges and greens that are the responsibility of EPC. The Neighbourhood Services Department at NCC (Bob Hodgson) confirmed that this grass had been cut in error and that EPC would not be charged for the service.
- **War Memorial Plaque.** The War Memorials Trust have considered EPC's request for funding for a plaque on the Embleton War Memorial and have advised that EPC are eligible for a grant. Chairman to complete the application form. Historic England would like to list the War Memorial within the List of Buildings of Special Architectural or Historic Interest and contacted Craster Parish Council to enquire which PC had ownership of the Memorial. With Embleton as the lead Parish Council, the Councillors

agreed that EPC should have overall responsibility of the ownership of the War memorial. Chairman to contact Craster PC to confirm.

- **You're Welcome Scheme – Village Signs.** Additional signs have been requested across the village to inform the public of the toilets in the Parish Church Rooms. The Parish Clerk has drafted up signs using the NCC format for display on the noticeboards at Moody's, the Creighton Hall and the Parish Church Room. A quote for a separate metal sign that can be attached to several lamp posts across the village to be requested from Fantasy Prints, Clerk to action.
- **Creighton Place Sport & Play Facility Funding.** The Creighton Place housing development will benefit the local community with a contribution towards off-site affordable housing as well as a contribution towards sport and play facilities. NCC have confirmed that £227,500 would be the contribution towards off site affordable housing (the Affordable Housing Officers are unable to advise at the moment where / how this will be used). The sport / play contribution equates to £7200 (£200 per house) and is released as soon as the development work begins. The PC can have a direct influence on how the money is spent on the sport / play facilities within the village, proposals for the funding to be discussed at the June 2016 PC Meeting.
- **Northumberland LED Street Lighting Project.** The information provided by the Locality team at NCC in relation to examples of the style of street lamps available within the scheme was circulated amongst Councillors prior to the meeting. No further comments received.
- **Village Volunteer Group.** Following an article in the Whinstone Times in April 2016, no Parish residents contacted EPC to express an interest in forming or being involved in a Village Volunteer Group.

**244. County Councillor's Report.**

This was covered in Agenda point 4 of the Annual Meeting of the Parish. See the Minutes of the Annual Meeting of the Parish for the County Councillors report.

**245. Neighbourhood Plan.** David English to be invited to the September 2016 PC Meeting to brief Councillors. Clerk to action.

**246. Approval of BDO Audit – Section 2.** The combined accounts of the EJBC and EPC were approved by the Councillors and signed by the Parish Chairman & Clerk. Fraser Suffield to complete the Internal Audit before submitting the return to the BDO. For the 2016-17 BDO Audit the value of assets to be re-assessed. Chairman & Clerk to action.

**247. Ownership of Road alongside school from Quaker's Row to B1339.** Councillors approved the Chairman's expense of £29.50 to the Land Registry to obtain information on the ownership of the road.

**248. 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. The cost and suitability of plastic matting has been assessed. At £8 per sq. metre the approximate cost of covering the village green area would be over £1500 not accounting for the ground works and excavation required to level the ground before any work could begin. The project would be costly and has not been budgeted for by the PC in 2016-17. Cllr Imeson may be able to get used matting at no charge (to be confirmed). Other alternative measures discussed were the use of small posts and rope to create a decorative fence or painted stone boulders. A Councillor site meeting is required to discuss the various options. Councillors to meet on the village green by the Greys at 7:20pm on Monday 28<sup>th</sup> June prior to the next PC Meeting.

- 249. Lady Sutherland Centenary.** As a past Chairman to EPC the Councillors all agreed to send a bouquet of flowers & card to Lady Sutherland to celebrate her centenary. Clerk to action.
- 250. Loose Drain Cover, Merton Cottages.** Cllr Moody to discuss at the June PC Meeting.
- 251. Dunstan Steads Traffic Control.** EPC received two separate emails from residents at Dunstan Steads regarding the level of traffic and the traffic control measures on the road to Dunstan Steads. The e mails were read and discussed by the Councillors at the meeting and it was agreed that apart from the no overnight parking signs the actions requested within the letters were outside the remit of the PC and should be sent onto NCC for consideration. Clerk to action and request that NCC respond to the residents with a copy to the PC.
- 252. Homes for Northumberland.**
- **Stone Bus Shelter.** Before work can commence on the stone bus shelter, further details are required from NCC regarding the requirements for the dropped kerb. The Chairman has requested that Cllr Cairns contacts Richard McKenzie at NCC to follow this up. Chairman to send a copy of the original correspondence sent to Ian Stanners onto Cllr Cairns and Richard McKenzie. Meeting to be arranged, Chairman to action.
  - **Landscaping Requirements for the Bank.** NCC are responsible for the upkeep of the bank and the removal of weeds through the ground cover. EPC to report to NCC if the area becomes overgrown.
- 253. Meeting Reports.**
- **Committee and Parish Town Council Meeting.** Thursday 12<sup>th</sup> May 2016. Cllr Moody attended the meeting on behalf of the PC. No actions or issues to report.
  - **Planning Training Session.** Wednesday 20<sup>th</sup> April 2016, Pottergate, Alnwick. Vice Chairman attended on behalf of EPC. Information to be presented at the June 2016 EPC Meeting.
- 254. E-Mails Received.**
- **Pension Regulator.** Pension scheme not applicable for the Parish Clerk. Chairman to remain the PC contact for the Pension Regulator.
  - **Clerks Salary.** NALC and SSLC have issued the Parish Clerk Salary Scales for 2016-2018. Parish Clerk to check contract and confirm the agreed pay scale. To be reported at the June 2016 PC Meeting.
  - **A1 Duelling Meeting.** A series of public awareness events have been held in Northumberland during May 2016 to present an update on the potential options for improving the A1 in Northumberland. No Councillors from EPC were able to attend.
  - **Register of Interests.** A change to the requirements for the Register of Interests now includes the Interests of a spouse or civil partner. The Register of Interests are required to be update at the beginning of each new term within the Council. To be update in 2017 following the Councillor elections.
  - **Community Action North (CAN) Clerk Election Training.** Parish Clerk to express an interest in attending a training session for the Local Parish Council elections in 2017.

## 255. Financial Matters.

- Account Balance £14,985.97 @ 29/03/2016
  
- Spent & Received since 21/04/16
  - Clerk Wages & Expenses -£341.49 (Mar 16)
  - M J Gilroy (Hard Drive Expense) -£42.97
  - M J Gilroy (Transparency Equipment & Printer Ink) -£386.85
  - 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
  - Land Registry -£40.00
  - Christon Bank Methodist Hall -£10.00
  - Zurich Insurance -£164.27
  - Precept +£8150.00
  - Village Green Upkeep +300.00
  - Refund Cemeteries Overpayment +88.77
  - NCC Your Welcome Scheme +333.00
  
- Cheques required
  - Clerk Wages & Expenses £414.55 (April 16)
  - Creighton Hall – Room Hire £12.50
  - Embleton Joint Burial Committee £88.77
  - Parish Church Rooms £333.00
  - NALC Subscription £161.10

## 256. Planning Matters

- 16/00806/FUL. Demolition of existing barn and construction of two apartments over gymnasium pool leisure facility. Land North of North Farm Embleton, Alnwick, Northumberland, NE66 3DX. Applicant: Richard Manners.  
<https://publicaccess.northumberland.gov.uk/online-applications/applicationDetails.do?activeTab=details&keyVal=O3TPNVQSGDT00>  
Expiry Date – Wednesday 20<sup>th</sup> April 2016. (GRANTED)

## 257. Correspondence.

- **Grass in Guttering, Station Road.** Cllr Coxon reported grass growing from the gutters on Station Road. To be reported to NCC. Clerk to action.
- **Pot Holes.** Road damage opposite the Blue Bell, along the B1339 by North Farm and on the Embleton to Christon Bank road to be reported to NCC.

**258. Asset Register & Insurance.** Chairman has asked Billy Armstrong to provide the EPC with quotes for the repair and the rebuild of the village Pant for inclusion in the Asset Register.

## 259. Agenda Items for Next Meeting.

- EPC Chairman expenditure approval

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

The next meeting will be held on Monday 27<sup>th</sup> June 2016 at 7:30pm in the Creighton Hall, Embleton. Councillors to meet at the Village Green above the Greys at 7:20pm.