

Minutes for the Meeting of Embleton Parish Council

Monday 23rd May 2018 at 7.30pm

Creighton Memorial Hall, Embleton

Chairman: Terry Howells

Present: Adam Moody, David Cooper, Vicki Fyffe
Richard Manners, Monica Cornall, Raymond Carss,

Attendees: 1 member of the public

Clerk: Melissa Gilroy

680. Declaration of Interests. None

681. Apologies: Ray Imeson, Andrew Chillingsworth, Georgina Armstrong

682. Confirmation of minutes of 23rd April 2018

The Minutes of the 23rd April 2018 were agreed by all Councillors and signed. Thanks to Geoff Newcombe for Clerking the meeting.

683. Matters arising from minutes of last meeting.

- **Christon Bank Bus Service.** Neil Easton is currently in negotiation with Need Ltd with regards to the dial-a-ride service. Ongoing. Clerk to chase.
- **Christon Bank Defibrillator.** The PC are currently waiting for the defibrillator to be installed – delay due to BT engineer training.
- **Dog Bin Repairs.** 4 x Dog Waste Bins were identified as in need of repair; Nr. Merton Cottages, Christon Bank (junction B1340), Greyfield Estate and Sea Lane. Some of these have been repaired. Councillors agreed to move the dog bin from Sea Lane up to the top of the junction on the verge. Chairman to action.

684. County Councillor's Report. County Cllr Pattison provided a report that was circulated to Cllr's alongside the meeting summons and agenda. The full report is available upon request. In summary, the following issues were reported:

- Flooding issues at Christon Bank
- New road surfacing
- 20mph at Christon Bank & Embleton (see agenda point 687)
- Greyfield Estate Parking Issues
- Universal Credit
- Plans to improve town centre parking across Northumberland
- E Magazines and My Library Northumberland

685. Data Protection Regulations – Councillor Email Addresses, Data Consent Forms, Privacy Notices, ICO Fees and other PC Actions.

The new Data Protection regulations are due to come into force on 25th May 2018. The Clerk attended a NALC training session on 23rd April to be briefed on the

requirements for the Parish Council (PC). Documents circulated prior to the meeting for review included the following; data consent form, general privacy notice, councillor & staff privacy notice, data protection EPC audit, subject access policy and subject access request standard response. The Councillors unanimously approved these documents. Data consent forms to be signed by all the Councillors, Clerk to action.

Other documents required by the PC include a privacy policy, security incident response policy, cybersecurity checklist and a data processing policy. The Clerk will draft these documents and circulate to all Councillors ready for approval at the June PC Meeting. Other actions required are that all files are to be reviewed (including filing cabinet and Parish laptop) and membership to the Information Commissioners Office (ICO) is required with a fee of £40 per annum, Clerk to action. The option of having PC email addresses was discussed further and Councillors agreed unanimously to keep their current email addresses for all PC correspondence.

686. EPC Planning Application Procedure. At the April PC meeting it was agreed to review and revise the EPC Planning Application Procedure. Prior to the meeting the Chairman circulate a review paper with suggestions for revising the current policy. Each point was discussed at the meeting and the following amendments were agreed:

- To ensure that all planning applications are discussed at a PC meeting (which was not the case in the absence of a December and August meeting) a PC planning meeting should be held in these months. In the absence of any planning applications during these months a meeting will not be required.
- Councillors will all vote at the PC meeting to approve, abstain or oppose a planning application. These votes will be recorded in the PC meeting minutes.
- Notification of all planning applications will be posted on the PC website and Facebook page. An ongoing notice will run in the Whinstone Times to direct parishioners to these pages.
- Councillors who are unable to attend the PC meetings to discuss planning applications are unable to vote. They may submit their comments for discussion to the Clerk prior to the meeting.
- Comments to the NCC online planning portal should be made as soon as possible, the 21-day consultation period is not a strict deadline.

Clerk / Chairman to amend the policy and circulate to all Councillors for approval and sign off at the June PC meeting.

687. Christon Bank & Embleton 20mph Speed Restrictions. County Cllr Pattison is due to meet with Neil Snowdon (NCC) on 22nd May to discuss the implementation of the speed restrictions in Christon Bank and Embleton. The speed restrictions in Christon bank (20mph zone & speed bumps) were not installed when the road was resurfaced as planned. New 20mph signs were painted on the road and the 30mph roadside signs were covered with bin bags and have since blown off subsequently confusing motorists. Councillors agreed to ask Cllr Chillingsworth to manage the Embleton & Christon Bank speed restrictions on behalf of the PC, Chairman to action. Cllr Cooper agreed to look at the flashing 30mph indicator in Christon Bank and have this changed to 20mph if possible. The plans for Embleton village were discussed and Councillors agreed the following:

- 20mph zone throughout Embleton, signage on the entry points to the village and the zone not to be extended further outside of the village.
- 30mph zone for Dunstan Steads
- 40mph zone for past North Farm

688. Overnight Parking at Dunstan Steads. Cllr Cornall to contact Land Registry to identify the owners of the parking verge at Dunstan Steads.

- 689. Dunstan Steads Farm.** At the April PC meeting Cllr Cornall reported that there was potential odour nuisance from pig rearing in certain wind conditions and an apparent discharge of waste from the farm into the burn. Cllr Cornall to re-send the letter that has been drafted to the Environmental Agency to the Clerk and Chairman
- 690. Neighbourhood Plan.** The Chairman provided an update of the Neighbourhood Plan (NP) working party group. The deadline for feedback on the supplement published in the Whinstone Times was the 20th May. These responses are due to be analysed and discussed at the next NP working party meeting (date tbc).
- 691. Embleton Quarry Working Party.** A meeting was held on site at the Quarry and the length of time spent at the site restricted any formal discussions afterwards. Next meeting date (wk commencing 28th May) tbc.
- 692. Meeting Reports.** None
- 693. Forthcoming Meetings.** Local Area Council Committee Meeting – 24th May 2018. Cllr Moody to attend.
- 694. Embleton Joint Burial Committee (EJBC).** The Chairman provided an update of the EJBC. An application for funding for the renovation of Cemetery House cannot be placed until three tenders have been received.
- 695. E mails Received / Correspondence.**
- Alnwick Medical Practice. Letter received from Tony Brown. At this time, due to resourcing issues he is unable to facilitate a community drop in session to inform parishioners of the medical services available and any plans for the Medical Group.
 - Donation thank you letters received from – Embleton Cricket Club, Embleton WI, CAN, Alnwick Playhouse, Hospice Care and the Citizens Advice Bureau.
 - Dog Fouling in Embleton Quarry. A resident letter regarding persistent dog fouling in Embleton Quarry was received. After the on-site Quarry working party meeting, the Councillors did not feel that the issue had got any worse. Additional signage on site is due to be discussed at the next working party meeting.
- 696. Financial Matters**
- NALC National Pay Scale revision – Clerk SCP 21 - £10.36 to £10.67 per hour
 - Village Green Upkeep – Outstanding payment from Grey's Inn and Sambuca's. Clerk to write a second letter of request.
 - PC Account Update – Online & App access. Letter received by the PC regarding updating the account to include the use of an app to pay in cheques. Online banking and cost saving was discussed, Councillors agreed to update the account. Clerk to action.
 - Account Balance £49,821.40 (31/04/2018)
Parish Council (£27,511.89)
Quarry (£22,309.51)
Neighbourhood Plan (£0.00)

- Spent & Received since 23/04/18
 - Clerk Wages & Expenses March 2018 -£381.23
 - Christon Bank Methodist Church Room Hire -£10.00
 - Zurich Insurance -£485.26
 - Air Ambulance -£100.00
 - Alnwick Playhouse -£50.00
 - Whinstone Times -£200.00
 - Community Action Northumberland (CAN) -£25.00
 - Baliffgate Museum -£50.00
 - Hospice Care Northumberland -£100.00
 - Citizens Advice Bureau -£25.00
 - Northumberland Age UK -£100.00
 - WI – 100th Centenary -£100.00
 - Embleton Cricket Club -£500.00
 - Parish Church Rooms – 5th April Room Hire (NP) -£15.00
 - Parish Church Rooms Toilet Upkeep 2018-19
+ 2nd Instalment of 2017-18 -£210.00
 - EJBC – NCC Double Charing Transfer -£95.00
 - Groundworks UK – NP Grant Repayment -£29.08
 - Dunstanburgh Castle Hotel (Village Green) +£100.00
 - Dunstanburgh Golf Club (Village Green) +£100.00
 - Quakers Row Quarry Land Rent (1st Instalment) +75.00
- Cheques required
 - Clerk Wages & Expenses April 2018 -£457.14
 - Clerk – Training Course cost & postage -£18.30
 - Creighton Memorial Hall Room Hire -£13.75

697. Planning Matters.

- 18/01014/FUL. Proposed Construction of 7 Dwellings. Land West of Station Road Station Road, Embleton, Northumberland. Mr & Mrs Robinson.
Following on from the discussions at the April PC meeting Cllr Moody drafted and circulated a supplementary comment for the planning portal, including matter not covered by the original objection. Councillors voted with regard to sending the response in its current form (For 2, Against 6, Abstain 1 and 1 submit in a redrafted form). At the meeting, Cllr Moody reiterated his view that the Chairman's response to NCC planning was not a true reflection of the members or parishioner's views. The Chair & Councillors responded with the point that the PC was elected to represent the views of the majority of parishioners and felt the number of posted objections to the scheme indicated a wish for the Council to file an objection based on these comments.

After discussion, the Councillors felt the points raised by Cllr Moody with specific reference to the planning application only should be submitted to the planning portal.

Proposer: Cllr Manners

Seconder: Cllr Fyffe

For: 4 Against: 1 Abstain 2

Clerk & Chairman to action.

Councillors were in unanimous agreement that the PC should be represented when the planning application is discussed at the Local Area Council Meeting (date tbc). The Chairman will draft a submission for the meeting and circulate this for approval by Councillors prior to the meeting. Chairman to action.

- 18/01442/FUL. Proposed front garage extension, rear kitchen extension and first floor side extension. 6 Merton Cottages, Embleton, Northumberland, NE66 3XL. Mr Aaron Wood
Comment Date - 23rd May 2018.
NO OBJECTIONS
- 18/00687/FUL. Substitution of plots 13-15 Springfield, Christon Bank. Springfield 27 B1340 B6347 Christon Bank Main Road, NE66 3ET. Mr G Thompson.
GRANTED

698. Agenda Items for Next Meeting.

- Quakers Row / School Playing Field Trees
- EPC Planning Procedure
- Christon Bank & Embleton Speed Restrictions.

699. Time, Date and Venue of next meeting

Proposed that the meeting should be held on Monday 25th June 2018 at 7:30pm in Christon Bank Methodist Church.