

# Minutes for the Meeting of Embleton Parish Council

Monday 25th January 2016 at 7.30pm

## Creighton Hall, Embleton

**Chairman:** Terry Howells

**Present:** David Morgan, Raymond Carss, Neville Fawcett, Richard Manners, Richard Young, Georgina Armstrong, Adam Moody, Gordon Coxon,

**Clerk:** Melissa Gilroy

**Attendance:** Cllr Kate Cairns (NCC), Mark Bridgeman (on behalf of Cussins)

### Public Comment.

Mark Bridgeman provided a briefing on the new Cussins housing development planned for the land to the north of Woodstead, Embleton. Following the grant of outline planning permission for 36 houses in September 2015 by Northumberland County Council (NCC) the developers are now proceeding with a public consultation before submitting a detailed planning application. In summary, of the 36 new houses 6 are planned as affordable housing (discount to sell at 30% asking price). The asking price of these houses will start at 115k. The other 30 houses on the site will range in size and format including bungalows, semi's and detached housing ranging from 200-350k. Detailed site maps were shared with the Councillors showing layout, drainage plans and outline landscape plans. Representatives from Cussins will be present at the public session on the 1<sup>st</sup> February to brief the community of the building plans and to address any questions or concerns.

**138. Declaration of interests:** None

**139. Apologies:** Ray Imeson

### **140. Confirmation of minutes of last meeting**

The Minutes of the 23<sup>rd</sup> November 2015 were agreed as a true record.

### **141. Matters arising from minutes of last meeting**

- **Transparency Fund Update.** Parish Clerk attended the Transparency briefing held by National Association of Local Councils (NALC) on 19<sup>th</sup> January in Wooler.
- **Transparency Code.**
  - 1) Prior to a Parish Council (PC) meeting, the agenda must be published on the PC website within 3 working days of the meeting.
  - 2) Following the PC meeting, draft minutes must be published on the website within one month. These may then be replaced by approved minutes.
  - 3) By July each year PC's are required to publish the previous year accounts, transactions >£100, internal audit report, annual governance statement, Councillor details and PC public land and buildings.
- **Transparency Fund.** As a result of the increasing amount of documents required on PC websites, Councillors agreed the need for an Embleton Parish Council (EPC) standalone website (rather than one page on the community website). Parish Clerk to pursue the website format proposed by NALC. Transparency Fund to be applied for in April 2016 by Cllr Armstrong to cover laptop, printer / scanner, hard drive, website development and staffing costs.
- **Appointment of Parish Clerk.** Melissa Gilroy has been officially appointed as Embleton Parish Clerk. Job description and Contract of Employment agreed by Councillors.

- **Charges for Board on Village Green.** Local businesses have responded positively towards the PC letter requesting an annual donation of £100 towards the upkeep of the village green (commencing April 2016). Sambuca yet to respond, Chairman to follow up.
- **Christon Bank Missing Signs & Stone Planters.** Parish Clerk & Cllr Young agreed and photographed the three locations for the stone planters. Chairman to follow up with NCC. Missing sign on Horsley Place – Cllr Young to speak to residents. Missing sign by the phone box – Parish Clerk to consult the Highways Department at NCC.
- **You're Welcome Scheme.** Letter written but no response received. Parish Clerk to send a copy to Cllr Cairns to chase up at NCC.
- **CAN Representative Andy Dean.** In December 2015 the Parish Clerk drafted a letter of invitation to CAN inviting Mr Andy Dean along to an EPC Meeting. No response or acknowledgement has been received. Parish Clerk to follow up.

**142. County Councillor's Report (Meeting Notes)**

See the inserted document for an update of County matters as summarised by Cllr Cairns:



1Embleton PC  
UPDATE 25 January

- 143. Former Toilet Site Lease.** Having checked the Land Registry documents for the former toilet site behind 1 Bolton Terrace, the Chairman discovered an 'Open Public Space' restriction attached to the land. This restricts the lease of the land to 1 Bolton Terrace for use as a garden / recreation area. Cllr Moody to consult Embleton First School about possible use for the land. Parish Clerk to enquire with the Land Registry department about changing the current restriction.
- 144. Changes to Fire Service.** Consultation information circulated. Parish Clerk to feedback no comments from EPC.
- 145. Newcastle Society - Windfarms.** Press release circulated. Parish Clerk to send a congratulatory letter to N&N Society.
- 146. Field Next to Embleton Playpark.** Resident concern raised regarding the unkempt appearance of the Parish Council field behind the playpark. Actions agreed amongst Councillors. Vice Chairman to oversee the clear up of the PC field (bonfire site) and Cllr Young to spray the site with weed killer in April 2016. The adjacent field has stock grazing. Parish Clerk to draft a letter in response to the resident's email.
- 147. Embleton Notice Board Replacement.** Cllr Moody has agreed to replace the broken notice board outside the shop. This will no longer belong to EPC but Cllr Moody has agreed to post all PC notices on the new board.
- 148. Animal Boarding Establishment Policy Consultation.** Consultation information circulated. Parish Clerk to feedback no comments from EPC.
- 149. Devolution for the North East.** Information circulated to Councillors. Parish Clerk to review the document and identify the five main questions for the Chairman to draft a response.

150. **Councillors Papers.** Most of PC paperwork today is solely by email. Councillors are entitled to request and receive paper copies of PC meeting agendas and accompanying papers if required. For other PC correspondence any Councillors not on email must accept that they may not be party to all information circulated.
151. **Future Audit Arrangements.** Changes to the requirements regarding external audit of the PC will take place in Spring / Summer 2018. As EPC has a precept of <£25k per annum no actions are required at this stage regarding any changes.
152. **Village Volunteer Group.** Following the Rural Parishes Meeting in November 2015, Cllr Moody briefed Councillors about Beadnell PC's village volunteer group. This group help to organise and coordinate village events (fireworks, Christmas trees etc.). The group may also apply for village funding not available to PC's. A similar model may work for EPC. Chairman to speak to Beadnell PC for more information.
153. **Homes from Northumberland.**
- **Stone Bus Shelter.** Since November 2015 the site developers have disposed of the stone intended for use in the building of the new bus shelter. The dressed stone belonging to the old outhouses on the Quarry development has now been earmarked for the new bus shelter. Funds have been built into the 2016-17 EPC precept to partly pay for rebuilding the shelter. Additional funding outstanding as EPC await a response from the developers regarding their contribution. Cllr Cairns has also been approached requesting a contribution from the Councillors Fund. Chairman to update at the next meeting.
  - **Landscaping Requirements for Bank.** Large scale print outs of the landscaping plans have been produced by EPC. Cllr Manners has agreed to check the NCC plans and consult with a horticulturist regarding alternative proposals if necessary. Chairman to email Cllr Manners the plans and Cllr Manners to update at the next PC meeting.
154. **2015-16 Budget / Precept.** Revised Precept for 2016-17 discussed and agreed by Councillors. Chairman to increase the amount to £6k for the rebuilding of the Quarry bus shelter and £1.5k for building the stone planters in Christon Bank. Parish Clerk to submit Precept to NCC by February 2016.
155. **Signage at Dunstan Steads.** The Chairman wrote a letter to the AONB in October 2015 in favour of the consolidation of the signage at Dunstan Steads. AONB have since written a letter to Simon Lee at the National Trust to gain approval before progressing with one sign to cover all the concerned bodies. Parish Clerk sent a reminder in December & January 2016. Iain Robson of AONB is awaiting a response from English Heritage and will update EPC in February. Parish Clerk to request safety information displayed at Dunstan Steads to be modified to identify position as Dunstan Steads not Embleton Bay.
156. **Procedure for Planning Applications.** NALC's planning notification scheme was circulated amongst Councillors and was agreed as a suitable procedure to adopt. Parish Clerk to convert into an approved EPC policy document.
157. **Meeting Reports (covered within the Agenda points of the meeting).**
- Rural Parishes Meeting – November 2015
  - NCC Area Committee North Meeting – January 2016 (Cllr Cairn's report)
  - Transparency Code & Fund Briefing – January 2016
  - Next NCC Area Committee North Meeting noted as 14<sup>th</sup> March at East Ord.
158. **E-Mails Received.** None to report.
159. **Maintenance Issues**
- **Play Park Wall Repair.** Ongoing.

**160. Financial Matters.**

- Current Account Balance £8609.44 @ 14/12/2015
  
- Spent & Received since 30/11/15
  - Clerk Wages & Expenses - £238.68
  - HMRC PAYE - £54.20
  - Church Hall - £10.00
  - Poppy Appeal - £19.00
  - Broxap (Replacement Bin) - £220.74
  
- Cheques required
  - Clerk Wages & Expenses £333.84 (Nov & Dec 15)
  - HMRC £76.40
  - Creighton Hall £12.50
  - NALC Clerk Training £10.00
  - Chairman Travel Expenses £67.60
  - George Skipper (Landscape prints) £9.59
  - D Moody £800.00

**161. Planning Matters**

- 15/03911/NONMAT | Non-material amendment (Tile change and layout) to approved planning application 14/01852/FUL | Station Yard Station Cottages Christon Bank Northumberland – GRANTED
  
- 15/04259/DISCON | Discharge of conditions 7 (Footpath), 14 (Verification Report) and 15 (Contamination) relating to planning permission 14/01854/FUL (Proposed development of 16 residential units on part of the former quarry site. A mix of apartments, bungalows and houses) | Land East of Turnstone Gardens Embleton Northumberland – Expiry Date 28<sup>th</sup> Jan 2016.- NO COMMENTS
  
- 15/03288/REM | Reserved matters application relating to planning application 13/02978/OUT - (Details of layout, scale, appearance, means of access and landscaping as per condition 1 of the approval.) | Springfield 27 Christon Bank Alnwick Northumberland NE66 3ET - GRANTED

**162. Correspondence.** Funding email circulated to all Councillors by the Parish Clerk. Cllr Morgan highlighted the importance of reviewing this document as there may be funding opportunities available to EPC as a rural coastal community.

**163. Embleton Joint Burial Committee (EJBC) –** Update provided by Cllr Coxon. Work to date summarised. A divided board has resulted in a degree of stagnation in moving joint actions forward. David Francis of NALC attended the EJBC meeting in January to discuss and agreed the Committee Terms of Reference (ToR). The revised ToR's will be presented again at the meeting on 1<sup>st</sup> February 2016 where David Francis is again due to attend.

**164. Asset Register & Insurance.** The Chairman is reviewing the assets covered / not covered under the current PC insurance scheme. A meeting was held with NFU insurance advisors with the Chairman and Cllr Coxon to discuss. Chairman to follow up and update at the February PC meeting.

**165. Risk Analysis.** Ongoing. Chairman to discuss at the February PC Meeting.

**166. Agenda Items for Next Meeting.**

- F/T Youth Worker assigned to the local area. Cllr Morgan to discuss.
- Rubbish in Layby north of Embleton. Requested by Cllr Manners.

**167. Time, Date and Venue of next meeting**

Proposed that the meeting should be held on Monday 22<sup>nd</sup> February 2016 at 7:30pm in Methodist Church Hall, Christon Bank.