

Stocksfield Parish Council

Papers for the meeting of
the Parish Council
to be held on

Tuesday 7 December 2021

Additional papers and reports may be included on the website where it has been impractical to incorporate them within this document or may have been circulated separately.

This document relates only to the items to be considered during the section of the meeting which is open to the public and press.

Documents containing confidential information are not included, even though the related item may be considered during the open section of the meeting.

Agenda Item 3

Physical meetings: Covid-19 risk assessment

In line with previously agreed arrangements, the Covid-19 risk assessment has been reviewed. There is no change to the assessment that meetings should take place remotely where possible and should be held physically only where it is reasonably necessary or a legal requirement.

Members are requested to consider the risk assessment as appropriate.

Stocksfield Parish Council

Risk Assessment	Physical meetings during Covid-19 pandemic			
Subject	Risk(s) identified	Risk Level	Management or control of risk	Review/Assess/Revise
Potential exposure to Covid-19 virus	Contact with infected persons	L	Where possible hold meetings remotely.	
		M	Hold physical meetings only where it is reasonably necessary or a legal requirement.	
		M	Ensure attendees have sight of the risk assessment and control measures to enable an informed decision about attendance, taking into account personal circumstances.	
		M	Entry to the meeting will not be permitted if an attendee <ul style="list-style-type: none"> • has symptoms of Covid-19 (high temperature, a new and continuous cough or a loss or change to sense of smell or taste), • has recently tested positive, or • is required to self isolate in compliance with government guidance or legislation. 	
		M	All attendees must register their name and address.	

	Inhalation of infected airborne particles or transfer from infected surfaces	M	<p>Maintain social distancing by</p> <ul style="list-style-type: none"> • managing the occupancy levels • the provision and use of hand sanitiser by all attendees at the entrance point • attendees maintaining a 2m separation from others when entering, leaving or moving around the meeting room • seats being provided at minimum of 1m separation and not directly facing • all attendees wearing a face mask upon arrival • face masks being removed only when seated and whilst the meeting is in progress • all attendees remaining seated during the meeting • the provision of adequate signage for attendees. 	
		M	All surfaces to be sanitised prior to the meeting.	
		M	Room to be ventilated before and during the meeting (where practicable).	
		M	Hard copy documents and other items (such as pens) will not be shared unless there is a legal requirement to do so.	
		M	Agenda will be kept as short as possible to consider only items that are necessary.	

		M	Where the number of members of the public attending the meeting exceeds the safety threshold (ie the number of seats available) thus making the meeting no longer Covid safe, temporarily suspend or abandon the meeting (at the discretion of the Chair).	
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Comments

To be reviewed before each physical meeting or at any significant change in circumstances

Risk assessment undertaken by Clerk

date 30/11/21

Stocksfield Parish Council
Minutes of the Meeting of the Parish Council
held on Tuesday 2 November 2021
at Stocksfield Community Centre

Present: Ms M Hunt (Chair), Miss A Brooks, Mr C Chance, Mrs A Dale, Mr J Harrison, Mrs L Joy, Mr C Liddle, Mr M Parker, Mrs K Pollock. Professor P Vickers.
Mr N Spencer (Clerk to the Council).

Apologies: Mr T Hills, Mr J Lapping.

The Chair opened the meeting at 7.30pm and welcomed those present to the meeting of the Council. It was AGREED to authorise the absences of Mr Hills and Mr Lapping.

21/11/145 Declarations of Interest

Mrs Dale declared an interest in all planning matters and a personal but non prejudicial interest in the item relating to the Queen's Jubilee.

21/11/146 Physical meetings: Covid-19 risk assessment

Members AGREED the previously circulated risk assessment.

21/11/147 Public Participation

There were no items of public participation.

21/11/148 County Councillor update

Mrs Dale had provided a written update. In particular she referred to Broomley Woods, FACTCO, resurfacing of New Ridley Road, homelessness, an orchard at Birkdene, defibrillators and Covid-19.

21/11/149 Minutes of the meeting held on 5 October 2021

It was AGREED (proposed Mr Parker, seconded Mr Harrison) that the previously circulated minutes of the meeting held on 5 October 2021 were a true and accurate record.

21/11/150 Matters Arising

a) Stocksfield Community Woodland

The Clerk said that Mr Parker and he had met with the Estate Director of Allendale Estates and a number of interested residents where the extent of the maintenance issue within the woodlands was identified. It is the intention of local residents, pending sufficient support, to establish a 'Friends of' group which will work under licence from Allendale Estate. The group, once established, will seek funding for aspects of their planned work. **DISCHARGED**

b) Remembrance Service 2021

The Clerk said that all arrangements are in hand, including for the full road closure, but that the invitation from the Guides for residents to attend the Community Centre after the Service had been cancelled due to the level of Covid-19 infections locally and across the county. **DISCHARGED**

c) Planning processes in respect of Burnside Yard

The Chair reported that no response had been received from the Director of Planning and that she would write further to request a meeting. **Action: Chair**

d) Climate Change Emergency (CCE) consultation

Mr Chance, who had been unable to attend the last meeting, expressed concern about the decision taken to delay further consideration of the budget request. Members discussed the reasons for the decision. **DISCHARGED**

21/11/151 Finance

a) Approval of October payments

It was AGREED (proposed Mr Harrison, seconded Miss Brooks) to approve the payments for October as detailed in the previously circulated schedule and the summary of receipts and payments for the month was noted.

Stocksfield Parish Council

b) Budget monitoring to 31/10/21

The budget monitoring report was noted.

21/11/152 Planning Advisory Group

Members noted the use of delegated authority of the Clerk as outlined below.

21/03673/FUL 30Guessburn	Loft conversion with dormer to west elevation, replace window with smaller window for additional stairs	No comment Note use of delegated powers
21/03946/VARYCO Land south east of The Quarry, Batt House Road	Variation of condition 2 to move outline position by 1m north west	No comment Note use of delegated powers
21/03933/FUL Eden House, Ridley Mill Road	North east extension, demolition of existing garage to create two storey extension with single storey link to main house. Relocation of garage.	No comment Note use of delegated powers
21/00675/FUL Land south of Wheelbirks Farm	Change of use (part) of agricultural storage and installation of pet incinerator, ancillary flue and fuel tank (as amended)	No comment Note use of delegated powers

21/11/153 Parish Council Representatives

a) Tyne Valley Community Rail Partnership Annual General Meeting

Prof Vickers attended the above meeting. In particular he drew members' attention to the results of the Stations' Review which had been circulated to members previously. In Stocksfield a number of short-term issues were identified, at least one of which had been actioned. The long-term issue relates to the improvement of the disabled access between the platforms.

b) East Tynedale Town and Parish Councils' Forum (ETTPCF)

The Chair had attended two meetings of the ETTPCF and has circulated reports from both meetings. The draft minutes of one of the meetings have also been circulated to members. The Chair outlined the potential areas for research development and action that related to the Climate Change Emergency. After discussion it was AGREED that the Climate Change Emergency Advisory Group (CCEAG) should look at the parish-level community carbon calculator, electric vehicle charging points, waste segregation in litter collection around the village and any carbon literacy training or awareness raising that may be available.

Action: Mr Chance

21/11/154 Stocksfield Community Flood Plan

The Clerk outlined the recommendations in respect of Stocksfield Community Flood Plan. After discussion, which recognised the number of houses within the high or medium flood risk area, it was AGREED to approve

- the amended community flood plan as an interim measure (as circulated), subject to any development,
- a local campaign to attract new flood wardens, working in conjunction with the Environment Agency (EA),
- that, subject to any legal issues and liaison with emergency services and other statutory agencies, householders within flood zones are contacted to
 - inform them of the monitoring devices and how to register for updates (once in operation) and
 - provide the opportunity to register their details with the Council for the purposes of responding to a flood incident
- subsequent amendments to the Community Flood Plan to incorporate the opportunities to register with the EA for flood warnings and with the Council as above
- further liaison with flood response and flood prevention experts to identify specific actions for inclusion in a reformatted plan, and
- budget provision for replacement or additional equipment for wardens.

Action: Clerk

Stocksfield Parish Council

21/11/155 General Governance Advisory Group (GGAG)

a) Notes of the meeting held on 18/10/21

Members received the notes of the above meeting.

b) Draft budget and precept calculations 2022/23

Members noted the draft budget and it was AGREED to reconsider the budget and precept in December in the light of further information.

Action: Clerk

c) Review of Members' Allowances

After discussion it was AGREED that the policy should remain unchanged and be reviewed in November 2022.

Action: Clerk DISCHARGED

d) Play Areas – Royal Society for the Prevention of Accidents inspections 2021

The Chair referred to a previously circulated report of the Clerk. After discussion it was AGREED to note the report and not to pursue the additional signs for the adult fitness equipment at Branch End play Area.

DISCHARGED

21/11/156 Communications Advisory Group (CAG) – membership

It was AGREED that Mr Lapping would join the membership of the CAG. **DISCHARGED**

21/11/157 Sports fields: construction of rugby scoreboard

The Chair referred to a request from Prudhoe and Stocksfield RFC to construct a scoreboard adjacent to the fence surrounding the phone mast. Allendale Estates has no objection. It was AGREED to permit the work subject to liaison with the cricket club in respect of grass cutting and the position of underground cables.

Action: Clerk DISCHARGED

21/11/158 NE43 News: December edition

After discussion it was AGREED that NE43 News will include an item about the CCE and the establishment and work of the CCEAG.

Action: Clerk DISCHARGED

It was AGREED to waive paragraph 2.18 of Standing Orders relating to the length of the meeting.

21/11/159 Northumberland County Council's Statement of Licensing Policy

The Chair outlined the content of the above mentioned document which is unchanged from its original publication in 2015. It was AGREED to make no comment.

DISCHARGED

21/11/160 The Queen's Platinum Jubilee

The Chair referred to correspondence regarding the above which asked the Council to consider making a grant towards a planned celebratory event at Bywell Hall. It was AGREED that the organiser should be asked to make an application in accordance with the Council's Grant Policy.

Action: Clerk

21/11/161 Any other urgent business

There was no other business.

21/11/162 Date of next meeting

Tuesday 7 December 2021.

Mrs Joy left the meeting.

Members AGREED to exclude the press and members of the public from the meeting under the Public Bodies (Admissions to Meetings) Act 1960 due to the confidential nature of the business to be transacted in the following items.

21/11/163 Areas of concern

Mrs Dale outlined a number of areas of concern which were discussed by members.

21/11/164 Defibrillator equipment

The Clerk updated members on matters connected to the Council's defibrillators.

The Chair then thanked councillors for their attendance and closed the meeting at 10.05pm.

Matters Arising from the minutes of the last meeting

a) Remembrance Service

With one exception, the Remembrance Service was held with a reasonable number of residents considering the circumstances. An illness to the usual provider of the public address system and a timing error by the stand-in that had been arranged was rescued by the Mr Hills who was able to attend the memorial at very short notice with a microphone, amplifier and speakers to save the day. Options for PA equipment in 2022 will be considered in due course.

b) Planning processes in respect of Burnside Yard

The Director of Planning at Northumberland County Council has been contacted again with a request for a meeting with the Chair and Mr Parker.

Payments for the period from 1 November 2021 to 30 November 2021

Date	Details	Cheque No.	Vouche No.	Paid Y/N	Auth Code	Bank £	VAT £	Analysis £
02-Nov-21	Northumberland CC 178 3682 2	Epay	230685	Y	CON	1520.13		
	4105 Clerk Salary						0.00	1411.98
	4110 Employer NIC						0.00	93.15
	4115 Payroll admin						2.50	12.50
02-Nov-21	SLCC 891 7527 83	Epay	508073-	Y	CKC	123.80		
	4270 Misc admin						0.80	123.00
02-Nov-21	Neetfleet	Epay	81	Y		1795.00		
	4315 Seats				CK		0.00	25.00
	4330 Groundsman Contract				CON		0.00	1700.00
	4331 Groundsman ex contract				CK		0.00	70.00
05-Nov-21	E-on 559 0978 89	DD		Y	COU	12.51		
	4346 Defibrillators						0.60	11.91
05-Nov-21	E-on 559 0978 89	DD		Y	COU	12.68		
	4346 Defibrillators						0.60	12.08
18-Nov-21	Plusnet 245 7193 48	DD		Y	CON	28.24		
	4215 Telephone						4.71	23.53
20-Nov-21	Tyne Valley Nurseries 178 2075	Epay	154906	Y	COU	625.95		
	4325 Bedding plants						104.34	521.61
20-Nov-21	Royal Bristish Legion	Epay		Y	COU	225.00		
	4270 Misc admin						0.00	25.00
	4810 Grants - Sec 137 Non Parish						0.00	200.00
27-Nov-21	Design barb	Epay	1084	Y	COU	1378.00		
	4410 Newsletter printing						0.00	698.00
	4415 Newsletter design						0.00	680.00
29-Nov-21	EE 245 7193 48	DD		Y	CON	15.05		
	4215 Telephone						2.51	12.54
29-Nov-21	JR Scott and Son 176 7844 14	Epay		Y	COU	732.00		
	4340 Christmas trees						122.00	610.00
							<u>6468.36</u>	<u>238.06</u>
								6230.30

Authorities key

CON Continuing authority of the Council

COU Other existing authority of the Council

CK Delegated authority of the Clerk

CKC Delegated authority of the Clerk in consultation with the Chair and/or Vice Chair

Summary from 1 November 2021 to 30 November 2021

Balance at 1 November 2021			64618.60
Receipts	<u>0.00</u>		
		<u>0.00</u>	
			<u>0.00</u>
			64618.60
Payments			
EMPLOYMENT			
Clerk Salary	1411.98		
Employer NIC	93.15		
Payroll admin	<u>12.50</u>		
		1517.63	
Administration			
Telephone	36.07		
Misc admin	<u>148.00</u>		
		184.07	
Environment			
Seats	25.00		
Bedding plants	521.61		
Groundsman Contract	1700.00		
Groundsman ex contract	70.00		
Christmas trees	610.00		
Defibrillators	<u>23.99</u>		
		2950.60	
Communications			
Newsletter printing	698.00		
Newsletter design	<u>680.00</u>		
		1378.00	
GRANTS			
Grants - Sec 137 Non Parish	<u>200.00</u>		
		200.00	
VAT input tax		<u>238.06</u>	
			<u>6468.36</u>
Balance at 30 November 2021			58150.24

	Annual Budget	Receipts/ Payments to date	Committed future payments	Projected Balance	% spent or committed
RECEIPTS					
Precept	99006	99006			
Groundsman contract	680				
Sports Facilities	2500				
Grant Covid-19		10096			
Defibrillator					
Misc					
VAT refund		8088			
Total Receipts	102186	117190			
PAYMENTS					
Employment	18830	10623	9000	-793	104%
Administration	8055	5104	2412	539	93%
Environment	39280	18273	18150	2857	93%
Communications	3405	2916	665	-176	105%
Sports Facilities	24856	21140	3563	153	99%
Play Facilities	8415	4289	4450	-324	104%
Community Support	18210	16980	0	1230	93%
Contingency	3331	0	0	3331	0%
Total payments	124382	79325			
VAT paid		2906			
Total payments incl VAT		82231			
Projected variances	Receipts	7596		Payments	-6817

Notes:

In line with previous reports, the Community Support and Contingency budgets remain uncommitted (totalling £4561). It is likely that the other operational budget heads will remain within budget overall (currently showing a combined balance of £2256) although small sums are likely to be vired between budgets.

New application(s) for note/endorsement/decision:

Reference/ Address	Description	Parish Council recommendation – (see Planning Report for details if applicable)	NCC Decision/Date Copies of the Planning Decisions can be found on NCC website
21/04341/FUL 1 The Oaks, Main Rd	TPO application to fell T1 Apple due to poor form due to close proximity and group pressure from adjacent Goat Willow	No comment Note use of delegated powers	
21/04422/FUL Station Bungalow Main Road	Change of use of existing dwelling to veterinary practice	No comment Note use of delegated powers	
21/04538/FUL Windbury, Main Rd	Extension to kitchen to form kitchen/dining area	No comment Note use of delegated powers	

Existing planning applications (for information only)

Reference/ Address	Description	Parish Council recommendation – (see Planning Report for details if applicable)	NCC Decision/Date Copies of the Planning Decisions can be found on NCC website

Pending or recently decided application(s) for information:

21/00037/FUL Old Ridley Hall	Redesign for approved detached garage/garden store	No comment Note use of delegated powers	
17/01494/FUL and 17/01495/LBC South Cottage, Broomley	Retrospective application for refurbishment of the west outhouse, external and internal works and amendment of glazed link corridor (together with listed building consent)	No comment Note use of delegated powers	
20/03861/VARYCO Ashleigh 26 Cade Hill Road	Appeal against refusal of variation of condition 2 of approved planning permission.	For information only	
21/01912/FUL Greenacre 55 Meadowfield Rd	Proposed 2-storey rear extension to provide reconfigured ground and first floor rooms	No comment Note use of delegated powers	

(continued on page 14)

21/02012/FUL Marchmont 5 Batt House Road	Demolition of existing garage linked to property. Construction of new garage in rear garden, new rear single storey extension and canopy to side entrance.	No comment Note use of delegated powers	
21/02259/FUL Cranford Lodge, 25 Batt House Rd	First floor side and rear extension, pitched roof over existing flat roof to front bay window and rear music room, garage reconstruction to side.	No comment Note use of delegated powers	
21/02764/FUL Stocksfield Cricket Club	Construction of rear extension to ground equipment store	No comment Note use of delegated powers	
21/02907/FUL Apperley House Stocksfield	Agricultural barn to amenity for the principal house. Enclosing open sided portion of barn with external cladding to match existing	No comment Note use of delegated powers	
21/02979/FUL Langley House 4 Cade Hill Road	Double storey rear extension and internal changes to layout. Replacement of windows and doors. New oak porch.	No comment Note use of delegated powers	Granted 29/11/21
20/03997/FUL Broomley House Main Road	Construction of detached dwelling and garage, retaining wall to southern boundary, new boundary treatments and associated works and landscaping (retrospective)	Objection. See Parish Council minute 21/9/116(a)	
21/03231/FUL Byways 33 Cade Hill Road	Double storey side and rear extension, upgrade to existing building fabric including re-cladded dormers, re-rendering and new windows	No comment. Note use of delegated authority.	Granted 03/11/21
21/03338/FUL 4 Birkdene	Demolish existing dormer and construct an extension to first floor to enlarge existing bedroom	No comment. Note use of delegated authority	Granted 21/11/21
21/03673/FUL 30 Guessburn	Loft conversion with dormer to west elevation, replace window with smaller window for additional stairs	No comment Note use of delegated powers	
21/03946/VARYCO Land south east of The Quarry, Batt House Road	Variation of condition 2 to move outline position by 1m north west	No comment Note use of delegated powers	
21/03933/FUL Eden House, Ridley Mill Road	North east extension, demolition of existing garage to create two storey extension with single storey link to main house. Relocation of garage.	No comment Note use of delegated powers	
21/00675/FUL Land south of Wheelbirks Farm	Change of use (part) of agricultural storage and installation of pet incinerator, ancillary flue and fuel tank (as amended)	No comment Note use of delegated powers	Granted 29/11/21

**Notes of a meeting of the
Climate Change Emergency Advisory Group (CCEAG)**
held remotely on Thursday 11th November 2021 between 7.30pm – 9pm

Present: Colin Chance (Chair) Suzanne Richardson (SR), Anne Dale (AD), Norman Hooks (NH), Clare Byrne (CB)

1. Apologies for absence: Sally Harwood, Lindsey Joy, Tosh Joy, Lara Richardson

2. Notes - Colin to take notes

3. Notes of the meeting 28 September 2021 – Agreed

4. Matters Arising – None

5. Verbal Update on 5 October & 2 November Council meetings

Colin and Anne informed the group that following the CCEAG and GGAG recommendations to Council for the approval of a Climate Change 2021/22 budget this was not approved by the Council at the 5 October meeting. The consequences are: -

- It is not possible to produce a flyer to advertise a community consultation event to be included in the December delivery of the NE43 News.
- The Council did not agree a 2021/22 budget for any Climate Change expenditure
- That the Council's standing orders prevent a decision of the Council from being reversed within four months without a special motion (requiring the signature of six councillors and at least ten days' notice of a meeting or a recommendation of an advisory group.

6. Communication/Correspondence

- Colin had been appointed NCC Community Climate Change Champion and has made contact with other NCC Champions.
- Anne & Colin provided feedback following NCC Climate Change Team presentation at the East Tynedale Town & Parish Council Forum
- Suzanne and possibly Lindsey would attend the Wylam Parish Council Climate Change Event on 20 November 2021.

7. SPC CCEAG Draft Interim Plan (Paper 1)

- **Community Consultation Flyer & Advert** – As Council have not approved a budget there cannot be a Community Consultation event and therefore no flyer or advert in the December NE43 is possible.
- **CCEAG content in NE43 – It was Agreed** to submit to the Clerk an editorial regarding the Council decision to declare a Climate Emergency and form an Advisory Group on 14 July 2021. **Council Minute No. 21/7/96 General Governance Advisory Group (GGAG)**
- **Habitat Survey** – This is to update the 2003 Habitat Survey. NH expressed the need to recruit volunteers and provide necessary training for field surveyors (as was undertaken in the 2003 survey). **It was agreed** –
 - that it would be prudent to form a sub-group to take this forward.
 - To be able to undertake the survey in May-June 2022 and match the same period as the 2003 survey funding will be required in both the 2021/22 and 2022/23 budget. Norman, Anne and Suzanne will form the core of the sub-group and encourage volunteers to come forward.
- **Forming of Sub-Groups** – See Habitat Survey above. More volunteers are required for both the Sub-group and the CCEAG if the Initial draft plan noted by Council was to be delivered. Colin had requested the help of Councillors at the September and November

meetings but there have not been any further volunteers. CCEAG will look to encourage the community to help. A request for volunteers would be included in the December NE43 editorial.

8. Budget – (Paper 2) The Clerk requested a CCEAG budget for 2022/23 to be presented before the next Council meeting on 7 December.

This request was discussed in detail.

The group felt that because of the Council decision on 5 October not to approve a budget for 2021/2, **the Council had nonetheless, Agreed to hold community consultations and produce a flyer (minute No. 21/9/115 Climate Change Emergency Advisory Group (CCEAG)).**

To produce a budget for 2022/3 it was necessary to agree what actions were to be undertaken and when.

CCEAG agreed that the first Community event should be on 12 March 2022 which was felt to be the earliest date it could be undertaken if a revised 2021/2 budget was agreed at the next Council meeting on 7 December 2021.

The Climate Change Community event would look to obtain information on what the community think should be done locally to deal with the causes of climate change and improving our environment. The event would look to include: pupils from Broomley First School, The Council, Voluntary Groups, various organisations and businesses and would want to attract families, raise local interest, and identify areas of activity.

The result of any community feedback will be the start of the process to help with the Village's Climate Change Action Plan for the short and medium term.

Following the first event a Climate Change edition of NE43 should be produced for circulation with the findings. The organisation of such an event would be the main item at the next meeting of CCEAG at the end of November. It was felt that a second one day event would be required in the Autumn 2022.

Discussion followed as to any additional Climate Change actions and events that would be needed in the next 15 months including likely costs and a budget was formulated and agreed. And is to be submitted to Council.

CCEAG Recommendation to Council

It was agreed - that CCEAG as an Advisory Group recommend to Council at its meeting on 7 December 2021, the approval of a revised Climate Change budget for 2021/2 of £900, **in accordance with Council Standing Orders (see item 5 last bullet point).**

It was agreed – that CCEAG recommend to Council a budget of £2,963 for 2022/3.

9. Volunteers – the group would work on attracting volunteers based on members extensive knowledge of the community.

10. Communication List – Paper 3 was circulated with the agenda and additional groups and volunteers would be added for the next meeting.

11. Proposed date of next meeting – If we are to commence Community consultations in March there needs to be more meetings than once a month.

Colin will circulate a Doodle poll for week commencing 29 November 2021.

**Notes of a meeting of the
Climate Change Emergency Advisory Group (CCEAG)**
held remotely on Thursday 29th November 2021 @ 7.30pm – 9pm

Present: Colin Chance (Chair) Suzanne Richardson (SR), Anne Dale (AD), Norman Hooks (NH), Sally Harwood (SH)

1. Apologies for absence: Lindsey Joy, Tosh Joy, Lara Richardson, Clare Byrne

2. Notes - Colin

3. Notes of the meeting 11 November 2021 – Agreed

4. Matters Arising – None

5. Communication/Correspondence

Clerks email re Data Protection – noted and agreed. CCEAG members to confirm that their personal contact data can be held by Stocksfield Parish Council and that the notes of the meeting must be approved by those CCEAG members attending before being passed to the Parish Council.

6. Wylam Parish Council Climate Change Event 20 November

Anne attended and provided feedback on the event.

7. Community Event

Council has AGREED to hold community consultations and produce a flyer (minute No. 21/9/115 Climate Change Emergency Advisory Group (CCEAG)).

- The purpose of the Community event is to inform and obtain information from Stocksfield residents by:
 - attracting families,
 - raising interest in local climate change issues,
 - providing useful information with the support of external organisations and companies and
 - harvesting information from attendees as to what is important to them in Stocksfield to inform a SPC Climate Change Action Plan.
- Stocksfield Community Centre has been booked to hold a Climate Change Community event on Saturday 12 March 2022 (subject to the Council approving the 2021/22 budget)
- Consideration was given to the structure of the event, themes and sub-groups within CCEAG to take forward proposals including;
 - Built environment (Anne Dale & Sally Harwood)
 - Heating
 - Solar Panels
 - Fuel Poverty
 - Energy
 - Biodiversity/Environment/Nature (Norman Hooks)
 - Natural England
 - Tyne Rivers Trust
 - Forestry Commission
 - NCC Carbon Post Code

- Habitat Survey
- ECO Broomley First school (Suzanne Richardson)
 - Litter picking
 - Garden
 - Orchard
 - Greening
 - Species Survey
 - Recycling
- Land Use and Agriculture (Colin Chance & Lara Richardson)

N.B. More volunteers are required to help organise the event. December NE43 article asks for volunteers to help the CCEAG

8. Habitat Survey and

9. Species Survey – to update the 2003 Habitat Survey and 2005 Species Survey.

Sub-Group – Norman Hooks, Anne Dale, & Suzanne Richardson – Species Survey

- NH expressed the need to recruit approximately 30 volunteers to undertake the survey. A concerted effort to recruit volunteers will be part of the Community Event in March 2022.
- Habitat surveyors will require appropriate habitat identification training. Training has been included in the 2021/2 & 2022/3 budget (as was undertaken in the 2003 survey).
- Following the survey the data and comparison to the 2003 survey will form the Habitat Survey 2022 Report and be publicised.
- Species Survey – to be undertaken in a different manner from the Habitat survey - Suzanne will involve the children and encourage parents to participate

ADDENDUM following the meeting members of the Advisory Group who were present at the meeting discussed by telephone and **it was agreed - that CCEAG as an Advisory Group recommend to Council at its meeting on 7 December 2021, the approval of undertaking a Habitat and Species Survey in 2022.**

10. Forming of Sub-Groups – Included in 7 – 9. Above

11. Budget – awaiting approval of budget at the 7 December Council meeting

- See notes of 11 November 2021 meeting
- CEAG Recommendation to Council on 11 November
 - **It was agreed** - that CCEAG as an Advisory Group recommend to Council at its meeting on 7 December 2021, the approval of a revised Climate Change budget for 2021/2 of £900, **in accordance with Council Standing Orders (see item 5 last bullet point).**
 - **It was agreed** – that CCEAG recommend to Council a budget of £2,963 for 2022/3.

12. Communication List – to be updated

13. Proposed date of next meeting – 7pm Wednesday 12 January 2022 by zoom

Climate Change Emergency - Budget 2021/22

Climate Change Emergency Advisory Group Budget Costs
January 2021 to March 2022

CCEAG recommended Budget to deliver a community event/flyer in accordance with - minute No. 21/9/115 Climate Change Emergency Advisory Group (CCEAG). In addition includes preparations needed to deliver the 2022 Habitat and Species survey scheduled for June 2022.

	Note	Number	Hours	Cost	Total
Meetings					
SCA Room Hire					
CCEAG Room for habitat surveyor training (Richardson)	1	0	2	£11.25	£0.00
Community Event					
12/03/2022 Hall/Room Hire (10am - 6pm)	2	1		£200.00	£200.00
Hall/Room Hire (7.30 - 9.30)		0	3	£18.40	£0.00
Media					
NE43 Climate Change Publications	3	0		£1,140.00	£0.00
Feb-22 Community Event Flyer A5		1		£210.00	£210.00
Feb-22 Delivery of flyer		1		£160.00	£160.00
Banner/Artwork/Incidentals		1		£100.00	£100.00
Training					
Training for Habitat surveyors	4	1		£100.00	£100.00
Incidentals					
Maps		2	say	£10.00	£20.00
Lamination		2		£18.00	£36.00
Licence for OS maps ?					
Contingency					£74.00
Total					£770.00

Notes.

- 1 Assume any meetings at SCA covered by existing SPC/SCA arrangement
- 2 Includes main hall and if required a break out room.
- 3 NE43 Climate Change edition will now be in 2022/3 budget
- 4 Habitat Surveyors will need to be trained by outside body. Cost (if any) will need to be confirmed

Climate Change Emergency – Budget 2022/23

Climate Change Emergency Advisory Group Budget Costs
April 2022 to March 2023

	Note	No.	Hrs	Cost	Total		
Meetings							
SCA Room Hire							
			0	2	11.25	£0.00	
			1	1	2	£11.25	£22.50
Community Event							
Aut 2022			1		£200.00	£200.00	
			2	3	£18.40	£110.40	
Media							
			3	1	£1,140.00	£1,140.00	
Aut 2022			1		£210.00	£210.00	
Aut 2022			1		£160.00	£160.00	
			1		£100.00	£100.00	
			12	2	£0.00	£0.00	
Training							
			4	1	£100.00	£100.00	
Printing							
			6		£20.00	£120.00	
Incidentals							
			5	0 say	£10.00	£0.00	
				0	£18.00	£0.00	
						£100.00	
			6			£700.10	
						£2,963.00	

Notes.

- 1 Assume any meetings at SCA covered by existing SPC/SCA arrangement
- 2 Includes main SCA hall (or alternative) and if required a break out room.
- 3 NE43 Climate Change edition will now be in 2022/3 budget
- 4 Habitat Surveyors will need to be trained by outside body. Cost (if any) will need to be confirmed.
- 5 Maps for Habitat Surveyors produced under Parish Council O/S licence
- 6 This will be used to support projects agreed to be delivered following community feedback from March & Autumn events.

Parish Council Representatives

Next Generation Flood Resilience Project

Mr Parker and the Clerk met members of the above project team (comprised of personnel from the Environment Agency, Northumberland County Council (NCC), Northumbria University and private sector companies) at Stocksfield Burn. The project team's visit was to assist in setting the project's scope. Stocksfield is one of a small number of areas being examined, predominantly but not exclusively within the Tyne valley. The presence of an existing monitoring device on Stocksfield Burn was seen as a major advantage. It is clear that the project's lifespan will be measured in years not months but they anticipate being able to provide greater certainty about the potential flood risks in due course which, in turn, will enable the Council to develop an improved flood plan (depending on resources). Whilst the visit focussed on risks from fluvial flooding, local surface (or ground) water flooding is also recognised by the project team who visited sites along New Ridley Road where surface water flooding has occurred. The project team expect to return in the future for structured interviews with some residents.

Agenda Item 12

Footbridge across Stocksfield Burn

The Council has previously arranged for biennial inspections of the footbridge which provides pedestrian access to Kate's Plain Play Area. The inspections are undertaken by an inspector from NCC's Technical Services. The inspection in 2019 revealed repairs were necessary on the upstream abutment/revetment and downstream embankment wall to prevent further scour. At the meeting of the Parish Council on 2 March 2020, the Council authorised repairs up to the value of £1,000. Further correspondence with NCC revealed that the work, whilst needed in due course, was not necessary until at least the next biennial inspection.

NCC's most recent inspection was undertaken on 18 October 2021 and the inspector's report is circulated separately. The report identifies the same areas for repair which have not deteriorated since 2019 but should now be completed within the next six months. NCC has agreed to undertake the repair work by May 2022 for the same cost (£1,000) which is set aside within the current budget.

The report also mentions a loose post on the east side of the bridge. This post is not a safety issue being some distance from the bridge and is monitored by the grounds services contractor.

In view of the Council's previous decision, NCC has been asked provisionally to arrange for the repairs in accordance with their proposed schedule and it is recommended that members reaffirm that decision.

Grant applications and donation requests

a) Queen's Platinum Jubilee

A grant application for £1,000 has been received from a group of local residents. The Council's Grants Policy requires that, for a grant of over £500, applicants must be a properly constituted organisation with clear written aims and objectives, a written constitution and a separate bank account which is controlled by more than one signatory. None of the requirements are met by the group due to the one-off nature of the proposed event to celebrate the Queen's Platinum Jubilee. The group's finances will be hosted by Stocksfield Community Association (SCA) but none of the group's members are signatories of SCA.

The Clerk has liaised with the applicant to explore a mechanism to allow payment which satisfies the Council's financial obligations, in the event that a grant is approved.

b) Tynedale Hospice

A letter requesting that the Council considers making a donation to Tynedale Hospice has been received and is circulated separately. In previous years the Council has supported this charity as follows: 2018/19 £500 grant, 2019/20 £200 donation, 2020/21 £200 donation. Any award would be under Sec 137 Local Govt Act 1972.

Agenda Item 14

East Tynedale Town and Parish Councils' Forum: subscription

East Tynedale Town and Parish Councils' Forum has notified the Council that its share of fees for the Forum is £80 and should cover the Forum's operating costs until June 2023.

Agenda Item 15

Society of Local Council Clerks (SLCC)

The Clerk is a member of SLCC and the annual membership has previously been paid by the Council. In 2022 the annual fee is £186 and members are asked to consider this renewal.

Agenda Item 16

Review of policy and procedure

The Grievance procedure and Disciplinary policy are available on the Council's website and both are due for review.

Agenda Item 17

Budget and precept 2022/23

The previous budget proposals have been amended based on comments from the previous Council meeting and submissions from the CCEAG. The amended report is circulated separately. Members are asked to consider and approve the budget for 2022/23, and set the precept for 2022/23.

Parish Council Meeting Calendar for 2021/22 for information

Parish Council:

Tuesday 4 January 2022
Tuesday 1 February 2022
Tuesday 1 March 2022

Advisory Group Meetings:

General Governance Advisory Group (GGAG)

All Parish Councillors, whether or not members of the Advisory Group are welcome to attend GGAG meetings

(All commence at 6.30pm and are currently being held remotely)

Monday 20 December 2021

Rights of Way & Environment Advisory Group (RoWEAG)

Monday 14 March 2022 (7pm)

Communications Advisory Group

TBA

Climate Change Emergency Advisory Group

Wednesday 12 January 2022

Sports Fields User Group (SFUG)

TBA