

Broomley and Stocksfield Parish Council

Minutes of the Meeting of the Parish Council held on Monday 5 October 2015 at Stocksfield Community Centre

Present: Ms M Hunt (Chair), Mr J Davison, Mr D Parke, Mr M Parker, Mrs K Pollock, Mr J Roy, Dr P Vickers.

Mr N Spencer (Clerk to the Council)

Apologies: Mrs J Robson, Professor R Thompson

Also present: Mrs A Dale (County Councillor)

The Chair opened the meeting at 7.30pm and welcomed those present.

15/114 Declarations of Interest

The following declarations of interest were made: Chair, Dr Vickers and Mr Parker – Stocksfield Community Association; Dr Vickers – Merryshields Quarry.

15/115 Public Participation

Guides Open Evening

The Chair referred to a previously circulated notice advertising the above event and encouraged members to attend if they are interested. **DISCHARGED**

Neighbourhood Watch (NHW)

The Chair and the Clerk have been contacted by a resident in connection with NHW and the acquisition by the Parish Council of a number of NHW signs. After discussion it was AGREED to retain the signs until such time as a NHW scheme is established and to consider their placement at that time. The view of the Parish Council remains that it recognises the benefits of NHW and members will encourage residents to consider being 'scheme co-ordinators' whenever the opportunity arises. The Clerk was asked to update the resident.

Action: Clerk DISCHARGED

Hedge at The Forge

Mr Parker raised concerns of a resident about the height of the hedge at The Forge which, if left to grow, will obstruct the view of drivers leaving Burnside. It was unclear whether any planning conditions existed in relation to the matter. Mrs Dale AGREED to liaise with all parties to attempt to resolve the situation. **Action: Mrs Dale**

15/116 Minutes of the Meeting held on 7 September 2015

It was AGREED that the minutes of the meeting held on 7 September 2015 were a true and accurate record (proposed Mrs Pollock, seconded Mr Parke).

15/117 Matters Arising

a) Signage – New Ridley (previous item 15/103)

The Clerk reported he has replied to the author of the email and an on-site meeting with Mrs Dale and Northumberland County Council (NCC) was postponed. Proposals in respect of 'gateways' and a Vehicle Activated Traffic Calming Sign (VATCS) will be presented to the General Governance Group (GGAG) in due course. Mrs Dale added that further speed reducing solutions are being considered. **Action: Clerk, Mrs Dale. B Fd**

b) Seat at Upper Ford (previous item 15/103)

The Clerk reported that the plaque has been forcibly removed from the seat and the Parish Groundsman has made the seat safe. There is no damage to the seat. The Clerk has been unable to contact the family concerned but Mrs Dale AGREED to ensure the family are aware of the Council's concern and provide an opportunity for the plaque to be replaced.

Action: Mrs Dale DISCHARGED

c) Merryshields Quarry (previous item 15/111)

The Chair reported that Mr Thompson Snr had replied to her letter outlining the action they had taken to ensure suitable consultation had occurred. He said that he would reconsider the need

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to meet the Parish Council after the recent public 'drop-in' session. This event had been attended by a number of members. The Chair reported that she had raised concerns expressed to the Parish Council by a resident who was unable to attend the event due to her disability. These included floodlighting of any compound, vehicles left on site, the daily operation of the site with regard to numbers of vehicles, duration and noise/dust and the ultimate restoration of the site. After discussion it was AGREED to await a further response from Mr Thompson Snr and, if no contact is received, the Chair will write again. **Action: Chair**

d) Play Area Ayton Close (previous item 15/64 (d))

Mrs Dale reported that NCC's advice is that there is no enforcement activity necessary in relation to the play area. Mrs Dale AGREED to write to the current owners. **Action: Mrs Dale**

15/118 Election of Vice Chair

The Chair asked for nominations for the post of Vice Chair, after the resignation of Mrs Dale. Dr Vickers was elected unopposed as Vice Chair (proposed Mrs Pollock, seconded Mr Roy).

15/119 Finance

Approval of September Payments

It was AGREED that the payments for September be approved as detailed in the previously circulated schedule (proposed Mr Davison, seconded Mr Parker) and the summary of receipts and payments was noted.

15/120 Consultations

NCC – Local Transport Plan Programme 2015-16

The response has been submitted after finalisation by the GGAG.

NCC – Northumberland Local Plan Core Strategy

It was AGREED that the Chair and members of the Planning Advisory Group (PAG) consider the Strategy in light of the Council's previous response to the earlier consultation. Any other members with views were asked to forward comments to Mr Parker, the convener of PAG.

Action: Chair, Members of PAG

NCC – Homelessness Strategy for Northumberland

Mrs Pollock AGREED to look at the Strategy.

Action: Mrs Pollock

15/121 Advisory Groups

a) General Governance Advisory Group (GGAG)

i) Notes of GGAG meeting 21/09/15

Members noted the previously circulated notes.

ii) Agreement between Broomley and Stocksfield Parish Council and Stocksfield FC

A draft agreement had been previously circulated which clearly articulated the respective responsibilities of the Council and the football club. After discussed it was AGREED to adopt the agreement and to draft similar agreements with the other users of the sports fields.

Action: Clerk

DISCHARGED

iii) Local Transport Plan Programme 2016/17

See item 15/120.

DISCHARGED

iv) Royal Society for the Prevention of Accidents (RoSPA) Reports

The reports from RoSPA into the play area assessments identify the overall risks as 'Low' with the exception of the Galaxy at Branch End Play Area (BEPA) which is assessed at 'Medium' risk. The Council has referred this item to the manufacturers, Kompan, and RoSPA have written to Kompan about the risk of injury to users of the blue climber section of the equipment. At this time RoSPA do not recommend any remedial action other than monitoring. Temporary signs have been placed at both entrances warning that children under six years of age should be supervised at all times.

Action: Clerk

B Fd

v) Risk Assessment and Management

The risk assessment and management document has been reviewed and amendments proposed to take account of changes to working practice. Members AGREED to accept the revised document.

DISCHARGED

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vi) Review of Disciplinary Procedure

The previously circulated procedure was unchanged from previous years and was AGREED for review in October 2017. **DISCHARGED**

vii) Confidentiality

A previously circulated document was discussed and it was AGREED:

- The content of discussions at Parish Council meetings under 'confidential matters' should not be discussed apart from with those present although any decision made will usually be public
- All other discussions are public but discretion must be exercised in relation to discussions at Advisory Groups and, where their contents are discussed, members must reinforce the fact that decisions are to be made at the full Parish Council.

DISCHARGED

viii) Provision of bus shelter for bus stop at Branch End

After discussion it was AGREED to install an Arun three sided barrel roof shelter with glass panels at Branch End at a cost of £3521 and relocate the existing seat. It was further AGREED to proceed with the quote from Queensbury Shelters who are the existing supplier to NCC and to consider a suitable way to place the Council's name on the shelter once costs are known.

Action Clerk

ix) Seat and other furniture review

A review of seats and tables identified the need to replace four timber seats and two timber picnic tables. It was AGREED to

- relocate the seat at Branch End to replace a rotten timber seat
- install three new composite seats to replace rotten timber seats at a cost of £1590 plus fitting costs
- replace two picnic tables at BEPA with composite tables, if possible one of which should be wheelchair accessible at a cost of £1082 plus fitting costs.

Action Clerk

x) Christmas Trees

It was AGREED to purchase two Christmas Trees for the village to be located at Broomley First School and the Dr Syntax. **Action Clerk**

xi) Stocksfield Festival

See item 15/126 below.

xii) Proposed Activity Day for Young People

Previous experience has shown such an event has been poorly attended, particularly in October, and after discussion it was AGREED not to support the proposed activity day.

8.55pm Mrs Dale left the meeting.

b) Planning Advisory Group (PAG)

i) Planning Report

Members noted the contents of the planning schedule. It was AGREED to endorse the planning applications as outlined:

15/02803/FUL 10/09/15 9 Alexandra Terr	Single storey extension and raised deck area to the rear of the property	05/10/15 No objections
15/02942/FUL 22/09/15 221 New Ridley Rd	Construction of first floor extension to side of property to create additional bedroom and bathroom; internal alterations	05/10/15 No objections
15/03131/FUL 30/09/15 West Broomley, Old Rd, Broomley	Proposed conversion of former byre to 1 no dwelling including glazed extension and detached double garage; conversion of former agricultural building to no 1 dwelling including construction of extension and double garage	05/10/15 No objections
15/03135/FUL Greystones, 24 Painshawfield Rd	Construction of rear extension, new car port, canopy, boiler room and internal alterations.	05/10/15 No objections

ii) Planning Protocols

The Chair said that as of 05/10/15 NCC's pre-application and Sec 106 protocols came into effect. The timescales during any pre-application process are very short in which to ensure responses are made. There is a need to review the terms of reference of PAG so that every

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member of the Council does not need to review every pre-application. It was AGREED to devolve responsibility to consider pre-application issues to members of PAG. The Clerk will make suitable administrative arrangements as soon as possible. **DISCHARGED**

c) Rights of Way and Environment Advisory Group (RoW&EAG)

Notes of the RoW&EAG 21/09/15

Members noted the notes of the meeting.

15/122 Parish Council Representatives

SCA Community Forum

Mrs Pollock updated members on the community based work of SCA and agreed to continue in her role as the Council's representative on the group.

Town and Parish Councils' Conference

The Chair had attended the second Town and Parish Council's and reported it had been extremely useful and well organised. In particular she noted:

- Andy Dean had been appointed as Chief Executive of Community Action Northumberland and seems very aware of the types of issue parish councils are likely to face
- Highways, Planning and Housing Departments of NCC are facing significant cuts which are likely to have implications for parish councils
- The Parish Council will need to consider the whole issue of Neighbourhood Planning which may need to be a separate meeting of the Council.

15/123 Surplus Office Equipment

It was AGREED that two four-drawer filing cabinets that are now surplus to requirements will be donated to Stocksfield Community Association to aid their fundraising for the kitchen refurbishment.

Action: Clerk DISCHARGED

Members approved a motion to suspend Section 3 (u) of the Council's Standing Orders to allow the meeting to continue beyond two hours.

15/124 Any Other Urgent Business

There was no other business.

15/125 Date of Next Meeting

7.30pm 2 November 2015 – Stocksfield Community Centre.

Members approved a motion that in view of the confidential nature of the business to be transacted, the press and public be excluded for consideration of the remaining items, in accordance with the Council's Standing Orders.

15/126 Stocksfield Festival

After discussion it was AGREED that

- The Parish Council fully supports the Stocksfield Festival and recognises its origins as being within the Council's Parish Plan
- The Council cannot make a financial contribution from the Council's budget for 2015/16 to cover the financial losses of the Festival in 2015.
- The Stocksfield Festival Committee is free to make an application under the terms of the Council's Grant Policy (as may be in place at the time) for a grant to support the Stocksfield Festival 2017.

DISCHARGED

The Chair reminded members that the Annual Remembrance Service will be held at 10.45 am on Sunday 8 November 2015, at which Dr Vickers had agreed to represent the Parish Council. The meeting closed at 9.55pm.