

**Minutes of the Annual Parish Council Meeting of Ancroft Parish Council  
Held on Wednesday 10<sup>th</sup> May 2023 at  
Berwick Rugby Club Scremerston at 7.05p.m.**

**Present:** Chairman S Greenwood Vice- Chairman D Belcher  
Parish Councillors J Greenwood, R Dryden & P Barnes  
Clerk I Hunter  
1 member of public

**Min 1767-Election of Chairman for 2023/24-** Parish Councillor J Greenwood proposed & Parish Councillor R Dryden seconded Parish Councillor S Greenwood as Chairman for the forthcoming year. This was agreed. Parish Councillor S Greenwood accepted the position and signed the Declaration of Acceptance form.

**Min 1768- Election of Vice-Chairman for 2023/24-** The Chairman proposed & Parish Councillor J Greenwood seconded Parish Councillor D Belcher as Vice-Chairman for the forthcoming year. This was agreed. Parish Councillor D Belcher accepted the position and signed the Declaration of Acceptance form.

**Min 1769 – Chairman’s Annual report-** Parish Councillors accepted the previously circulated Chairman’s report which is attached to these minutes.

**Min 1770- Parish Councillor representation on outside bodies-** Parish Councillors agreed Parish Councillor P Barnes to be the Parish Council’s representative on the Norham & Islandshire Neighbourhood Plan Steering Group.

**Apologies for Absence:** Parish Councillors J Turner

**Declaration of Interest:** None.

**Request for Dispensation-** None

**Minutes of the Parish Council Meeting:** The Minutes of the Parish Council Meeting held on 8<sup>th</sup> March 2023 previously circulated were agreed as a true record and signed by the Chairman.

**Min 1771- Parish Council Policies**

- Parish Councillors undertook a review and agreed to adopt the Code of Conduct
- Parish Councillors undertook the annual review of the Standing Orders and agreed to adopt the Model Standing Orders 2018 for England (revised 2020), with the inclusion of the statutory dates as per the recommendation of the Clerk.
- Parish Councillors undertook the annual review and agreed to adopt the complaint’s procedure.

**Min 1772- Community Police –** No report received. The Clerk agreed to contact the local Police Officer about the lack of a report.

### **Min 1773- Annual Governance and Accountability Return for 2022/23**

- Parish Councillors noted that no actions were raised from the report of the Internal Auditor
- Parish Councillors completed and approved the Annual Governance Statement
- Parish Councillors approved the draft Annual Accounts for 2022/23
- Parish Councillors approved the Accounting Statement and Explanation of Variances
- Parish Councillors confirmed and approved the submission of the Certification of Exemption.
- Parish Councillors agreed to pay the Internal Auditor £60 for undertaking the Internal Audit.

### **Min 1774- Clerk's Salary Annual review**

- Parish Councillors agreed the previously circulated NALC 2022/23 National Pay scales for the Clerk (SCP 7), which came into effect as of 1<sup>st</sup> April 2022.
- Parish Councillors agreed the additional payment of 70.25 hours @ £1 per hr to cover the hours already paid since 1<sup>st</sup> April 2022.

### **Min 1775- Kings Coronation event**

- Parish Councillors ratified the payment of £224.14 to Running Imp for the purchase of commemorative spoons for children at Scremerston First School.
- Parish Councillors noted the receipt of the £450 Coronation grant from Northumberland County Council for the children's event
- Parish Councillors ratified the payment of £500 to H Parker the magician for the children's event.
- The Vice-Chairman provided a verbal update on the event. The Chairman gave a vote of thanks to the Vice-Chairman, Parish Councillor R Dryden and their team for organising the event.

**Min 1776- Scremerston Bus shelters-** Parish Councillors noted the panting of the bus shelters had commenced, the bus shelter at the northern end of Scremerston had been painted. Parish Councillors confirmed they were happy with the works. Parish Councillors agreed to pay the invoice on its arrival on the condition the works are complete.

### **Min 1777- Scremerston coal jugs**

- Parish Councillors considered the updates received from Mr Joicey Ford & Etal Estates.
- Parish Councillors agreed the following:
  1. Clerk contact the Durham firm which Mr Joicey mentioned to try to obtain additional information.
  2. The Parish Council support Scremerston Community Group look into obtaining grant funding to allow the repair works to be undertaken and acknowledged the repairs may need to be linked to a larger project which could relate to the mining history of the area.

### **Min 1778- Financial Statement: Balance as at 31<sup>st</sup> March 2023**

Barclays Community Account £ 10382.35

|                           |   |          |
|---------------------------|---|----------|
| Barclays Premium Account  | £ | 405.94   |
| Barclays Cemetery Account | £ | 46356.79 |

**Min 1779- Receipts**

- Northumberland CC £ 4000.00 ½ Annual precept
- Northumberland CC £ 450.00 Kings Coronation grant

**Min 1780- Accounts for Payment:**

- Running Imp £ 224.14 Coronation commemorative spoons
- H Parker £ 500.00 Magician Coronation event
- E I Hunter £ 188.98 Salary 14.25 hours @ £11.63 per hr + backpay
- E I Hunter £ 20.57 Expenses
- HMRC £ 47.00 PAYE
- NALC £ 245.12 Annual subscription & website fee
- E Rathbone £ 60.00 Internal Auditor
- ICO £ 35.00 Data Protection annual fee D/D
- M & M Contractors £ 179.71 Grass cutting
- G N Air Ambulance £ 600.00 Donation

proposed by The Vice-Chairman & seconded by Parish Councillor R Dryden

**Min 1781-Planning Applications** Parish Councillors ratified the submission of No Comments to the following planning applications:

23/01108/VARYCO- Variation of Condition 2 (Approved Plans) in order to amend design 1) Move the rear elevation wall of the dwelling, by 1.2M from the existing position, as the wall is located on the boundary between the applicant's and the adjoining landowners respective curtilages, the existing wall will then be reduced to 1.8M and capped as a boundary wall, with a new elevation wall position 1.2M from the wall, within the applicant's curtilage, 2) Change the alignment of the roof by 90 degrees from the previous approval, 3) Amend the property fenestration to suit the amended layout and reduce the overall level of glazing and 4) Amend the finish of the external walls from facing brick to synthetic render to fully weatherproof the structure on approved application 19/04655/FUL- Cheswick Buildings, The Old Farmhouse U18 Cheswick Buildings To Cheswick Cheswick Northumberland TD15 2RL

23/01068/FUL- Erection of new shed for storage/equipment, erection of staff welfare building and recladding of existing workshop/equipment shed- Land At West Of Berwick Golf Club Goswick Northumberland

**Min 1782 -Planning Approvals:**

23/00451/FUL- Erection of 'Sky Tykes' low ropes course and boundary enclosures Haggerston Castle Holiday Park Berwick-Upon-Tweed TD15 2PA

23/00505/FUL- Proposed 1 1/2 storey extension to gable end of detached house forming ground floor garage area and first floor bedroom with ensuite- Lackenby House Old School Field Scremerston Berwick-Upon-Tweed TD15 2RB

23/00558/FUL- Installation of a Chopstix container with associated external seating, siting of bike storage containers (part retrospective), localised infrastructure and landscape works- Haggerston Castle Holiday Park A1 Brownieside To Marshall Meadows Berwick-Upon-Tweed TD15 2PA

### **Min 1783- Planning Withdrawal**

21/00101/FUL- Proposed demolition of existing derelict farmhouse and erection of 2no. semi-detached dwellings. One ancillary to main house and one as holiday letting unit- Land To North Of The Old Farmhouse Cheswick

### **Min 1784- Correspondence**

- 1) **Belford PC-** Copy of response from Anne-Marie Trevelyan MP Re dualling A1
- 2) **Resident-** Email Re parking at Scremerston First School. Parish Councillors acknowledged this had been reported to Northumberland County Council parking Enforcement Department.
- 3) **National Rivers Trust-** Email Re Invasive plants along streams and rivers
- 4) **The Local Government Boundary Commission-** Email, draft recommendations for new electoral arrangements in Northumberland County Council- Comments by 10<sup>th</sup> July

**Min 1785-Annual Insurance Premium-** Parish Councillors agreed to agree the 2023/24 Insurance premium via e-mail and ratify the decision at the July meeting.

**Min 1786- Donations-** Parish Councillors considered the only request received in 2022/23 which was from the Great North Air Ambulance. The Vice-Chairman proposed & Parish Councillor R Dryden seconded a donation of £600 to the Great North Air Ambulance. This was agreed.

### **Min 1787- Norham & Islandshire Parish Council Association NHP**

- Parish Councillors agreed the following:  
In accordance with section 61G of the Town & Country Planning Act 1990 Ancroft Parish Council recognises that Ord Parish Council is the relevant body for the purpose of designating the Norham & Islandshire Neighbourhood Area. In accordance with section 61F(2) of the Town & Country Planning Act 1990. Ancroft Parish Council consents to Ord Parish Council being authorised to act in relation to the Norham & Islandshire Neighbourhood Area.
- The Clerk provided the following feedback from the Steering Group meeting held on 9<sup>th</sup> May. Ancroft Parish Council will need to complete an application form for each area they have proposed as a possible Local Green Space area. Also, the Steering Group are trying to progress the NHP. The Clerk agreed to circulate a copy of the notes from the Steering Group meeting to all Parish Councillors.

**Min 1788- County Councillor's Annual report-** No report received.

**Min 1789- Scremerston flag pole-** The Vice-Chairman asked if a Parish Councillor would be the 2<sup>nd</sup> key holder for the flag pole, just in case he was not available to raise or lower the flag on a specific date and time. The Chairman agreed to be the 2<sup>nd</sup> key holder.

**Min 1790- Communications-** The Vice-Chairman raised concerns about the lack of responses to emails between meetings, which meant the Clerk had to send additional emails asking for a response, and asked if there was an alternative means of communication, or do the Parish Council wish to hold more frequent meetings. The Clerk responded to say decisions can only be made via face-to-face meetings or email. The Chairman advised the meeting that the Parish Council already hold 5 meetings per year. It was agreed to review the situation at the July meeting.

**Min 1791- Parish Council meeting dates for 2023/24** Parish Councillors agreed the following dates for 2023/24 meetings, venues to be confirmed:

|                                     |         |                                   |
|-------------------------------------|---------|-----------------------------------|
| 12 <sup>th</sup> July 2023          | 7.00 pm | Ancroft Memorial Hall Ancroft     |
| 11 <sup>th</sup> October 2023       | 7.00 pm | Berwick Rugby Club<br>Scremerston |
| 10 <sup>th</sup> January 2024       | 7.00 pm | Berwick Rugby Club<br>Scremerston |
| 13 <sup>th</sup> March 2024         | 7.00 pm | Berwick Rugby Club<br>Scremerston |
| 8 <sup>th</sup> May 2024 Annual Mtg | 7.00 pm | Berwick Rugby Club<br>Scremerston |

#### **ANY URGENT BUSINESS**

**Min 1792- Grass cutting-** Parish Councillors asked the Clerk to check with M & M Contractors if the 1<sup>st</sup> weed killing of the wickety footpath had been undertaken as it appears not to have worked.

Parish Councillors asked the Clerk to contact Northumberland County Council and ask them to cut a wider area at the Restoration end of the wickety footpath as the Parish Council had organised for that area to be cleared to allow the area to be cut.

Parish Councillors also, raised concerns about the areas and the standard of the grass cutting undertaken by Northumberland County Council in Scremerston. It was agreed as a starting point the Clerk request a copy of the grass cutting schedule for Scremerston.

**Min 1793- Hedge cutting-** Parish Councillors agreed the Clerk contact Northumberland County Council and ask for the hedge to be cut at the northern end of Scremerston as it is impacting on pedestrians using the footpath.

The next Parish Council Meeting will be held on Wednesday 12<sup>th</sup> July 2023 at 7pm  
In Ancroft Memorial Hall Ancroft TBC

**Parish Clerk Mrs Isabel Hunter Tel: 306365 or e-mail [ancroftparishcouncil11@gmail.com](mailto:ancroftparishcouncil11@gmail.com)  
Agenda Items for next Meeting to be received by 3<sup>rd</sup> July 2023**

Chairman..... Date.....

Ch's Initials \_\_\_\_\_