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## **Horncliffe Parish Council**

Website: <https://northumberlandparishes.uk/horncliffe>

Minutes of the Horncliffe Council Meeting on 31<sup>st</sup> August 2023 Commencing at 7pm  
Venue: Memorial Hall Horncliffe.

**Members Present:** - Chairman D Saunders, Vice-Chairman C Jones  
Parish Councillor C Simpson  
Clerk to the Council Isabel Hunter  
Approx 14 Members of the public

Parish Councillors noted Parish Councillor C Simpson had signed his Declaration of Acceptance.

**Min 2206 -Election of Chairman for 2023/24** Parish Councillor D Saunders proposed Parish Councillor C Jones as Chairman for the forthcoming year. Parish Councillor C Simpson proposed Parish Councillor D Saunders as Chairman for the forthcoming year. Parish Councillor C Jones seconded Parish Councillor D Saunders as Chairman for the forthcoming year This was agreed. Parish Councillor D Saunders accepted the position and signed the Declaration of Acceptance and took the Chair.

**Min 2207- Election of Vice-Chairman for 2023/24-** The Chairman proposed & Parish Councillor C Simpson seconded Parish Councillor C Jones as Vice-Chairman for the forthcoming year. This was agreed. Parish Councillor C Jones accepted the position and signed the Declaration of Acceptance.

**Min 2208- Chairman's Annual report 2022/23-** The 2022/23 read out her Chairman's Annual report. A copy of the report is attached to these minutes.

**Apologies for Absence-** County Councillor C Hardy

**Declaration of Interest** – The Chairman declared a personal & prejudicial interest in Agenda Item No 12 as the beech hedge is part of the boundary to his property.

**Request for Dispensation** –The Chairman requested a dispensation for Agenda Item No 12 the cutting of the beech hedge. Parish Councillors granted the dispensation as this would allow the Parish Council to have a quorum to consider the Agenda Item.

**Minutes of the Parish Council Meeting held on 7<sup>th</sup> March 2023-** Minutes from the Parish Council Meeting held on 7<sup>th</sup> March 2023 were noted. The Chairman signed a hard copy.

**Any urgent matters arising from the minutes if not already on the agenda –**

**Min 2209 (Min 2202) - Tree Management Plan-** The Clerk reported that Tilia Tree Consultancy who is an Arborist, suggests trees which are at low risk should have an arborist inspection every 36 months.

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

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#### **Min 2210- Parish Councillor vacancies**

- Parish Councillors received the resignations of: Parish Councillors C Coulter, & P Coulter.
- Parish Councillors ratified the display of the vacancy notices for Parish Councillors C Coulter & P Coulter.
- Parish Councillors ratified the by-election process following guidance from Northumberland County Council Election & Legal Departments.
- Parish Councillors ratified the payment of £467.00 to Northumberland County Council for the by-election costs.
- Parish Councillors agreed the display of the vacancy notice for Parish Councillor R Cott for non-attendance at Parish Council meetings under the 6-month rule.
- The Clerk reported that no requests had been received for co-option onto the Parish Council for the outstanding vacancies.

#### **Min 2211- Annual Governance and Accountability Return for 2022/23**

- Parish Councillors noted no issues were raised by 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 agreed the publication of the public rights notice and Annual Audit paperwork as per guidance from External Auditors.
- Parish Councillors agreed the submission of the Annual Audit return to the External Auditors asap.
- Parish Councillors agreed the payment of £40 to Mr E Rathbone for undertaking the Internal Audit for the Parish Council.
- The Clerk advised the meeting that there may be a charge from the External Auditor as the deadline of 30<sup>th</sup> June for the submission of the Certificate of Exemption had passed, and she could not confirm the External Auditors would accept the Certificate of Exemption.

#### **Min 2212- Parish Councillor representation on outside bodies for 2023/24**

- Parish Councillors agreed The Vice-Chairman would be the Parish Council representative on the Memorial Hall Committee.
- Parish Councillors agreed Parish Councillor C Simpson would be the Parish Council representative on the Friends of Union Chain Bridge Committee.
- Parish Councillors agreed the Chairman would be the Parish Council representative on Norham & Islandshire Parish Council Association Neighbourhood Plan Steering Group. The Vice- Chairman agreed to be the substitute.

#### **Min 2213- Playing Field**

- Parish Councillors ratified the awarding of the contract for remedial works to Border Lawns.
- Parish Councillors ratified the payment of £456 to Border Lawns
- Parish Councillors ratified the agreement for M & M Contractors to undertake 2 additional grass cuts.

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- Parish Councillors considered and agreed the quote of £ 281.25 + VAT for cutting of the top and one side of the beech hedge next to Coopers Field in September 2023.
- Parish Councillors agreed there were currently no further actions required.

**Min 2214- Village Green-** The Chairman reported that Northumberland County Council had advised the Parish Council that the Village Green applications will be considered at the next Right's of Way Committee which is proposed to be held in October.

**Min 2215- Annual Insurance premium**

- Parish Councillors ratified the payment of £698.86 to Zurich Municipal for the Parish Council's 2023/24 Insurance premium under a 3-year long term agreement

**Min 2216- Review of Clerk's salary 2022/23**

- Parish Councillors agreed the previously circulated NALC 2022/23 pay scale for the Parish Clerk SCP 6 = £11.42 per hour from 1<sup>st</sup> April 2022.
- Parish Councillors agreed the payment of an additional 128.25 hours @ £1 per hour back pay.

**Min 2217-Financial Statement**

Bank Balance £ 19064.67 Includes £ 368.09 – for Defibrillator

**Min 2218- Accounts for Payment**

• Border Lawns	£ 456.00	Groundworks to Playing Field
• E I Hunter	£ 251.23	Salary March 16.25hrs @ £11.42 per hr+ backpay
• HMRC	£ 62.60	PAYE
• E I Hunter	£ 30.22	Expenses
• Zurich Municipal	£ 698.84	Annual Insurance premium
• NALC	£ 187.43	Annual subscription & website fee
• Horncliffe Memorial Hall	£ 56.00	Annual room hire invoice
• M & M Contractors	£ 287.11	Grass cutting
• ICO	£ 35.00	Annual Data Protection Fee D/D
• E I Hunter	£ 79.93	Salary April 8.75 hrs @ £11.42 per Hr
• HMRC	£ 20.00	PAYE
• E I Hunter	£ 14.24	Expenses
• M & M Contractors	£ 430.67	Grass cutting
• M & M Contractors	£ 712.82	Grass cutting
• Northumberland CC	£ 467.00	By-election invoice
• E I Hunter	£ 136.90	Salary May-July 15 hrs @ £11.42 per Hr
• HMRC	£ 34.40	PAYE
• E I Hunter	£ 41.08	Expenses
• E Rathbone	£ 40.00	Internal Auditor

**Min 2219- Bank signatories.**

- Parish Councillors agreed to add the Chairman to the bank signatory list. The Clerk to organise the paperwork.

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- Parish Councillors agreed the Parish Clerk can countersign cheques until bank signatory list is updated.

#### **Min 2220- Norham & Islandshire Parish Council Association Neighbourhood Plan**

- Parish Councillors agreed to Ord Parish Council being the lead Parish Council for the Association's Neighbourhood Plan.

Parish Councillors agreed the following wording which was provided by Northumberland County Council:

*In accordance with section 61G of the Town & Country Planning Act 1990 Horncliffe 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. Horncliffe Parish Council consents to Ord Parish Council being authorised to act in relation to the Norham & Islandshire Neighbourhood Area.*

#### **Min 2221- Local Transport Plan**

- Parish Councillors considered the feedback from Northumberland County Council to the Parish Council's 3 priorities for 2023/24
- Parish Councillors agreed to agree the Parish Council's final list of 3 priorities for 2024/25 via email by 4<sup>th</sup> September as the deadline for submission had past.  
Parish Councillors also agreed to reserve the option of submitting the 2023/24 3 priorities for 2023/24 if it is decided they are the most appropriate priorities.
- Parish Councillors agreed the Clerk contact Northumberland County Council Highway's Department to request a site meeting to look at several highway's issues.

1 member of the public joined the meeting at that point.

#### **Min 2222- Play Park**

- Parish Councillors noted the annual ROSPA Inspection report
- Parish Councillors considered the email received from Horncliffe Play Park Committee. A member of the Play Park Committee provided a verbal update, stating that the committee would be retaining the £3K+ funds as this was from a legacy which was given to the committee to be used for new play equipment. However, if the Parish Council was to purchase new play equipment in the future the committee would consider contributing. The Chairman questioned the security of the funds. The Play Park Committee member replied that the funds are restricted funds in a bank account which requires two signatures.
- The Chairman proposed that he meet with the member of the Play Park Committee asap to discuss the weekly inspections, etc, ahead of the Parish Council making a formal decision of a way forward. This was agreed.
- Parish Councillors noted:
  - 1- If Northumberland County Council are to undertake the weekly inspections of the play equipment there would be a cost of £46.82 + VAT per week to the Parish Council.

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- 2- If Northumberland County Council are to undertake the weekly inspections of the play equipment + clean the toilets there would be a cost of £87.92 + VAT per week to the Parish Council.

2 members of the public left the meeting at that point.

**Min 2223- County Councillor report-** No report received.

**Min 2224- Parish Council Meeting dates for 2023/24**

- Parish Councillors agreed the following dates as dates for Parish Council Meetings in 2023/24:
  - 7<sup>th</sup> November 2023
  - 9<sup>th</sup> January 2024
  - 5<sup>th</sup> March 2024
  - 7<sup>th</sup> May 2024
- Parish Councillors agreed to a trial of a 7.15pm start time for meetings
- The Clerk reminded the meeting that the Parish Council still needs to hold an Annual Parish meeting.

**Min 2225- Correspondence**

- **GNAA-** Letter of thanks for donation
- **Belford PC-** Copy of reply from Anne-Marie Trevelyan MP- dualling A1
- **Ord PC-** Request to send joint letter to Transport North East re dualling A1.
- **County Councillor G Castle-** Email Re update on North Northumberland Local Area Committee, and Parish Council involvement.
- **NCC-** Invite to Annual Town & Parish Council Conference – 5/10
- **NCC-** Free tree give away

**ANY OTHER URGENT BUSINESS-**

**Min 2226- Remembrance Day-** The Clerk reminded the Parish Councillors about Remembrance Day, stating the Parish Council purchases a wreath, and usually asks Horncliffe Memorial Hall Committee if they will organise the refreshments. Parish Councillors agreed the Clerk contact the Horncliffe Memorial Hall Committee to ask if they will organise the refreshments and order a wreath.

**The date of the next Council meeting- - 7<sup>th</sup> November 2023 at 7.15pm**

**Public Question Time-**

- 1- Parish Councillors noted the anonymous leaflet received quoting the Nolan Principles.
- 2- A resident asked if a public seat could be installed near the pumping station. The Chairman proposed organising a poster to be placed on the website & facebook to obtain the views of residents as the first step. This was agreed.
- 3- A resident raised concerns about the state of Chainbridge Road and the land sliding in the area. Parish Councillors agreed this would be raised with Northumberland County Council Highway's Officers at the site meeting.

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- 4- A resident raised concerns that the debris is still behind the beech hedge on the Playing Field from when the cherry trees were cut. Parish Councillors agreed to look into this.
- 5- Residents raised several concerns about the state of the Right of Way's in the parish. Parish Councillor C Simpson suggested the Clerk invite Northumberland County Council Footpath's Officer to attend a site meeting with him to look at all issues. This was agreed.
- 6- A resident asked if play equipment for adults could be installed in the Play Park. Parish Councillors noted the request.

Signed ----- Chairman.      Date\_\_\_\_\_