

ALNMOUTH PARISH COUNCIL
PARISH COUNCIL MEETING 13th May 2025

Dear Councillor

You are hereby summoned to attend the Annual General Meeting of the Parish Council on Tuesday 13th May at 7pm and the monthly Business Meeting, Hindmarsh Hall, Northumberland Street, Alnmouth, NE66 2RS.

The monthly business meeting of the Parish Council will commence on the conclusion of the Annual General Meeting or at 7.01pm, whichever is the later.

Members of the public and press are invited to attend.

AGENDA of Annual General Meeting

64/25 Election of Chair

- i) Mandatory election of Chair for the forthcoming year.
- ii) Acceptance of Office of Chair by the Proper Officer.

65/25 Election of Vice Chair

- i) Discretionary election of Vice Chair for the forthcoming year.
- ii) Acceptance of Office of Vice Chair by the Proper Officer.

66/25 Acceptance of Office of All Councillors

Acceptance of Office of all Parish Councillors by the Proper Officer

67/25 Apologies

68/25 Chair's Annual Report 2024-25

69/25 Election of Members of Working Groups

- i) Christmas Lights
- ii) Village Maintenance
- iii) Climate Change & Coastal Erosion
- iv) Planning Working Group
- v) Other Working Groups

70/25 Election of Lead Councillors for Events & Tasks

- i) Volcano Night
- ii) Bonfire Night
- iii) Remembrance Day
- iv) Senior Citizen's Christmas Lunch
- v) Quarterly Bank Reconciliations to APC Financial Regulations
- vi) Annual Bench and Asset Inspections
- vii) Regular Playpark Inspections
- viii) Posting minutes and agendas into noticeboard.
- ix) Other Events/Tasks

71/25 Councillor responsibilities**i) Register of Disclosable Pecuniary Interest & other Registerable Interests**

Councillors are reminded that they are personally responsible for ensuring that these declaration forms are complete and are kept up to date and submitted to the Monitoring Officer at Northumberland County Council. This is a legal requirement.

ii) Election Expenses Forms

Councillors are reminded that they are personally responsible for ensuring that these forms are completed and sent to the elections Department at Northumberland County Council by the deadline. This is a legal requirement.

iii) Email Addresses

Councillors are reminded to designate an email address for their APC business which is used exclusively by them for PC business and to inform the clerk of the address.

72/25 Review of Reserves Policy

Councillors are asked to review and AGREE the Council's Reserves Policy 2025-26 (circulated in advance).

73/25 Review of Code of Conduct

Review of Code of Conduct adopted by APC following a decision in March 2021 to adopt the Local Government Association's New Model Code of 2020 (no amendments recommended by Clerk).

AGENDA of Parish Council Monthly Meeting

13th May 2025

74/25 Apologies

75/25 Minutes of the Previous Meeting

To consider approval or amendment of the Minutes of the meeting held on 8th April 2025.

76/25 Declarations of Interest

77/25 Public Participation

In accordance with Section 3.5 of the Alnmouth Parish Council Standing Orders and the Policy on Public Participation in Parish Council Meetings, members of the public present may address the Council at this point on the agenda. The period of time designated for this item shall not exceed 15 minutes in total and a member of the public shall not speak for more than 4 minutes unless otherwise directed by the Chair. The Council reserves the right to respond or debate any issue on a later date.

78/25 Cooption of new councillor

- i) Application for cooption from Shaun Whyte
- ii) Acceptance of Office (if coopted).

79/25 AGAR Return & End of Year Accounts 2024-25

- i) To RECEIVE and NOTE the Annual Internal Audit Report and CONSIDER and AGREE any actions arising from the report
- ii) To APPROVE the Annual Governance Statement (AGAR page 4)
- iii) To APPROVE the Bank Reconciliation and Explanation of Variances for 2024-25
- iv) To APPROVE the AGAR Accounting Statement (AGAR page 5).

80/25 Planning Matters

a) Applications/Appeals

i) 25/01558/LBC 52 Flat Northumberland Street Alnmouth

Installation of a floor mounted gas meter, associated covered box and vent flue pipe.

Deadline: 22nd May 2025

ii) 25/01030/FUL Brandling Cottage 19 Northumberland Street Alnmouth

Brandling Cottage 19 Northumberland Street Alnmouth.

Deadline: 13th May 2025

b) Update on Planning Decisions

i) 5/00793/FUL Land South West Of The Farmhouse High Buston
Change of use of parts of farmyard to land ancillary to residential use
approved under class Q

NCC Decision: Permitted

ii) 25/00375/VARYCO Flat 2 Mariners House 6 Marine Road Alnmouth
Variation of condition 2 (approved plans) on approved application to include
proposed additional automatic opening vent on West elevation

NCC Decision: Permitted

c) Lack of enforcement action by Planning Authority

Update on NCC responses to the following (see report circulated):

i) 24/00316/LISTED (door) & 23/00732/FUL & PP/P2935/W/23/3323621
(decking & installation of new door and lighting) Schooner Hotel.

ii) 22/01187/NOAPLN) & 23/00908/NONMAT & 19/04744/FUL
(unauthorised glazed structure) 6 Riverside Road.

iii) 23/04314/DISCON & 24/00930/BRCOND Estuary Drive land west of
Schooner (parking arrangements and inadequate turning area for emergency
and delivery vehicles).

81/25 County Council Matters

County Councillor Update.

82/25 Street Lighting for Northumberland Street

Update from NCC (report circulated in advance).

83/25 Old School Gallery

To agree draft application for the Old School Gallery to become an Asset of
Community Value.

84/25 Clerk's resignation and recruitment of new Clerk/RFO

- i) To AGREE short-listing & interview panels (and draft interview questions
and interview scoring matrix)
- ii) To AGREE handover period

85/25 APC Benches

- i) Update on bench repairs – deadline for repairs/maintenance given to two
owners/keepers of 31st May 2025.
- ii) Update to two agreed Memorial Bench requests.
- iii) Correspondence from member of the public re bench installed on the
Wynd in 2006/2007.

86/25 Small & Large Boathouses

- i) To AGREE windows for replacement and/or reglazing in small boathouse.
- ii) To AGREE pointing costs of small and large boathouses.

87/25 Northumbria Police Report

Update.

88/25 Alnmouth Arts Festival

Request from Harry Hotspur Church of England Primary School Ceilidh Band to perform at this year's Festival on Saturday 15 June in Peases Park. The band will be busking to raise money for the school band. Insurance and Risk Assessment has been seen by Clerk.

89/25 Northumbria Police Report

Update.

90/25 Finance

- a. To APPROVE invoices and expense claims received prior to, or during the meeting (see summary circulated in advance).
- b. To RECEIVE the monthly finance report (circulated in advance).
- c. Wynd Planters update – order made, Clerk to apply to Burgage Holders for Grant.
- d. To agree for Clerk to contact Syd Carr to arrange for bench and playpark cleaning (report circulated).
- e. Update on Scribe.

91/25 Reports from Working Groups

a. Christmas Lights

Update.

b. Village Maintenance

Update on replacement for Bike Rocker in Pease's Park
Relocation of APC bench at Peases Cottages.
Update to Dr Joy's Garden and grass mowing.

c. Senior Citizens Christmas Lunch

Update

d. Climate Change

Update

92/25 Confidential Matters

A motion to exclude the public will be proposed due to the confidential nature of the business to be discussed (contract of employment) and Alnmouth Community Rowing re quotes for works to the Large Boathouse).

Date & Time of Next Meeting: 10th June 2025, The Hindmarsh Hall, Northumberland Street, NE66 2RS.

Future Meeting Dates: 8th July 2025, 12th August 2025, 9th September 2025, 14th October 2025, 11th November 2025, 9th December 2025, 13th January 2026, 10th February 2026, 10th March 2026.

