

**ALNMOUTH PARISH COUNCIL MEETING**  
**The Hindmarsh Hall, Northumberland Street, Alnmouth**  
**Minutes of Meeting Tuesday 10<sup>h</sup> January 2023 – 7.00pm**

**Present:** Cllrs Susanne Gair (Chair), David Denton, Anne van't Hoff, Simon Rushton, George Ternent, Simon Walford.

**In Attendance:** Deb Still (Clerk) County Cllr Martin Swinbank.

The Meeting opened at 7pm.

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| <b>1/23<br/>Apologies</b>                                | Cllrs Ian Armstrong, Josie McDonough, Shelley Straughan.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>2/23<br/>Minutes of the Meeting of 13th December.</b> | It was RESOLVED and AGREED that the Minutes be accepted as a true record of the meeting (proposed by Cllr van't Hoff and seconded by Cllr Rushton).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>3/23<br/>Declarations of Interest</b>                 | None.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>4/23<br/>Public Participation</b>                     | There were no members of the public present.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>5/23<br/>Planning Matters</b>                         | <p><b>a) Planning Applications – to consider any applications received since drafting the agenda (for information only).</b><br/>None received.</p> <p><b>b) Update on Ongoing applications</b><br/> <b>i) 22/02939/FUL Summerhouse including chimney to west elevation (retrospective)</b><br/> County Cllr Swinbank commented that a decision has not yet been made on this application and that it may be sent to the Area Council for a decision.</p> <p><b>ii) 22/01899/FUL, St Valery, 27 Northumberland Street.</b> NCC Highways has reiterated the request for an adequate analysis to ensure there are “no highways conflicts accessing and exiting the driveway with the existing 2 on-street parking provisions and the proposed off-street parking provision”. No decision has yet been made on this application.</p> <p><b>iii) Other updates received since drafting the agenda.</b><br/> <b>22/03555/VARYCO Variation of condition 2 (Approved Plans) and 3 (Site Levels) to allow revised technical design development on approved application 18/02275/FUL Land West Of Schooner Hotel. Estuary Drive.</b><br/> County Cllr Swinbank commented that this application has been subject to the Chair Referral Process and not been decided as yet.</p> |
| <b>6/23<br/>County Council Matters</b>                   | <p><b>i) To receive any updates/report from County Council Representatives.</b><br/> County Cllr Swinbank reported that the decision on Bailiffgate Museum &amp; Gallery's planning application for Northumberland Hall was being decided at the next Local Area meeting. Bookings for the Hall are being taken until 31<sup>st</sup> March 2023 and this timeframe may be extended.</p> <p>County Cllr Swinbank also reported that The Local Government Boundary Commission for England is currently inviting proposals for new council divisions and division boundaries for Northumberland County Council (deadline 30th January 2023). The Commission will consider all representations made and will publish draft recommendations in April 2023. A further period of consultation will be held on the draft</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

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|                     | <p>recommendations and final recommendations will be published around September 2023. The new electoral arrangements will come into effect at the local elections in May 2025. NCC has proposed that the Alnwick Ward, which is currently the only ward with 2 County Councillors, be split into two wards. The number of County Councillors for Alnwick would be unchanged under this proposal.</p> <p>County Cllr Swinbank commented that following the settlement from Government, NCC is likely to have to find £17-18 million savings from its budget for 23-24. The February meeting of NCC will be making decisions on budget cuts.</p> |
| <b>7/23 Finance</b> | a) It was RESOLVED and AGREED that the following payments be approved:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

| Payee             | Reason                                                                                                                                                                     | Total Gross | Fund        | PAID or TO BE PAID |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-------------|--------------------|
| Deb Still         | Clerk's Salary 1st to 31st January 2023 (net of tax, NI)                                                                                                                   | £341.70     | APC         | 31.1.23            |
| HMRC              | PAYE payments for Months 7 and 8                                                                                                                                           | £96.81      | APC         |                    |
| Deb Still         | Clerk's expenses (email, website, accts software, mileage)                                                                                                                 | £ 78.50     | APC         | 13.1.23            |
| PPD               | INV 17812 for January Newsletter                                                                                                                                           | £ 113.00    | APC         | 13.1.23            |
| Oliver Lambert    | INV 372 of 8.12.22 installing lights at St John the Baptist Church                                                                                                         | £ 177.46    | Xmas Light  | 13.1.23            |
| Deb Still         | Purchase of Vodaphone mobile for clerk use (£15 + £5 min top up fee)                                                                                                       | £ 20.00     | APC         | 13.1.23            |
|                   |                                                                                                                                                                            |             |             |                    |
|                   | <b>Retrospective Approvals &amp; To NOTE Amended Payments</b>                                                                                                              |             |             |                    |
|                   |                                                                                                                                                                            |             |             |                    |
| Darran Ecclestone | Reimburse D Ecclestone for Xmas Lights Inv A10559525658 of 30.11.22 (sum wrongly stated on this payment for approval as £59.90 for this item. Sum paid to DE was correct.) | £44.98      | Xmas Lights | 2.12.22            |
| Darran Ecclestone | Reimburse D Ecclestone for Xmas Lights Inv A10540686754 of 28.11.22 (sum wrongly stated on this payment for approval as £59.90 for this item. Sum paid to DE was correct.) | £44.98      | Xmas Lights | 2.12.22            |

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|                                             | <b>b) The finance report for January 2023 was RECEIVED.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                           |  |                        |           |                   |           |                  |         |                                     |           |
| <b>8/23<br/>Budget &amp; Precept</b>        | <p><b>i) Review of Draft Reserves Policy (circulated in advance).</b><br/>It was agreed that the proposed earmarked reserves be updated to total the following:</p> <table> <tr> <td><b>Earmarked Reserves</b></td><td></td></tr> <tr> <td>Playground Resurfacing</td><td>£6,000.00</td></tr> <tr> <td>Election Expenses</td><td>£2,500.00</td></tr> <tr> <td>Insurance Excess</td><td>£250.00</td></tr> <tr> <td>Clerk sickness/overtime contingency</td><td>£1,000.00</td></tr> </table> <p>The Clerk will redraft the Reserves Policy to update all figures, including the general reserves figure for 12 months' annual expenditure.</p> <p><b>ii) Setting the APC budget for 2023-24</b><br/>Each item of budgetary expense was reviewed and the budget set, including amounts to be paid for by funds such as the Community Fund.</p> <p><b>iii) Setting the Precept for 2023-24</b><br/>The precept was AGREED as set for £14,500 which was acknowledged as less than annual expenditure and contributions from different Alnmouth Parish Council funds will top up the precept.</p> | <b>Earmarked Reserves</b> |  | Playground Resurfacing | £6,000.00 | Election Expenses | £2,500.00 | Insurance Excess | £250.00 | Clerk sickness/overtime contingency | £1,000.00 |
| <b>Earmarked Reserves</b>                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                           |  |                        |           |                   |           |                  |         |                                     |           |
| Playground Resurfacing                      | £6,000.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                           |  |                        |           |                   |           |                  |         |                                     |           |
| Election Expenses                           | £2,500.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                           |  |                        |           |                   |           |                  |         |                                     |           |
| Insurance Excess                            | £250.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                           |  |                        |           |                   |           |                  |         |                                     |           |
| Clerk sickness/overtime contingency         | £1,000.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                           |  |                        |           |                   |           |                  |         |                                     |           |
| <b>9/23<br/>Reports from Working Groups</b> | <p><b>a) Christmas Lights.</b><br/>A Vote of Thanks was AGREED and a letter to be sent by the Clerk to the Chair of the Working Group to thank them for an excellent display made possible by the fundraising and hard work of all the members of the Group, including fundraisers, planners, organisers and installers. The Clerk to follow up with a review of the Risk Assessment with the Working Group.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                           |  |                        |           |                   |           |                  |         |                                     |           |

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|                                                 | <p><b>b) Village Maintenance</b><br/>The Clerk and Cllr Denton have produced a checklist that can be updated in 2023 following the next inspection report due in June 2023. Cllr Denton will arrange for a tree surgeon to check that the trees in and around the playpark are safe.</p> <p><b>c) Senior Citizen's Christmas Lunch</b><br/>No update.</p> <p><b>e) Alnmouth Arts Festival</b><br/>It will take place on the 3<sup>rd</sup> weekend in June ie 17<sup>th</sup> &amp; 18<sup>th</sup> June. The Working Group has received a high number of applications from artists and will be making a selection next week. There will not be a poster competition this year - instead a poster will be designed to reflect the changes to the Festival becoming a celebration of the arts generally, including music and literature with an emphasis on the concept of 'festival' and 'celebration', staging more evening events than in the past.</p> |
| <b>10/23 Correspondence</b>                     | A request has been received from a member of the public to hold a wedding party in a marquee in the village at the Playpark, or other suitable flat land, one Saturday in the summer of 2024. A discussion ensued NOTING that weddings have been held in the Playpark in previous years for those with a local connection and such an application would be sympathetically considered while giving due consideration to the needs and wishes of residents and visitors to the Village. Certain requirements would also need to be met by the Wedding Party. It was AGREED that the Clerk will write to the correspondent to find out more details and report back.                                                                                                                                                                                                                                                                                        |
| <b>11/23 Lifeboat House</b>                     | Request from the Valuation Office Agency for info re Little Lifeboat House. NOTED that this information was requested last year. The Clerk to complete and return by the deadline date of 9 <sup>th</sup> February 2023.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>12/23 Any Other Business for Information</b> | None.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                                                 | <p>The Meeting closed at 8.15pm.</p> <p><b>Date &amp; Time of Next Meeting:</b> 14th February 2023 at 7.00pm The large meeting room, Hindmarsh Hall, Northumberland Street.</p> <p><b>Upcoming Meeting Dates</b><br/> 14th March 2023<br/> 11th April 2023 (and Annual Parish Assembly Meeting)<br/> 9th May 2023 (and Annual General Meeting)<br/> 13th June 2023<br/> 11th July 2023<br/> 8th August 2023<br/> 12th September 2023<br/> 10th October 2023<br/> 14th November 2023<br/> 12th December 2023<br/> 9th January 2024<br/> 13th February 2024<br/> 12th March 2024</p>                                                                                                                                                                                                                                                                                                                                                                        |