

ALNMOUTH PARISH COUNCIL MEETING
The Hindmarsh Hall, Northumberland Street, Alnmouth
Minutes of AGM and Monthly Meeting Tuesday 13th June 2023 – 7pm

Present: Cllrs Susanne Gair (Chair), David Denton, Ian Armstrong, and Shelley Straughan.

In Attendance: Deb Still (Clerk), County Cllr Martin Swinbank and 1 member of the public.

The Meeting opened at 7 pm.

81/23 Apologies

Cllrs Simon Walford, Simon Rushton, Josie MacDonough and George Ternent and County Cllr Gordon Castle.

82/23 Minutes of the Previous Meeting

It was RESOLVED that the Minutes of the meeting of 9th May be accepted as a true record of the meeting (proposed by Cllr Armstrong and seconded by Cllr Denton).

83/23 Declarations of Interest

None.

84/23 Public Participation

A member of the public reported the recent proposal of the Burgage Holders to fund additional routine village maintenance to Alnmouth on a 12 month trial basis to include hedge cutting, grass verge cutting, weeding, litter picking, leaf clearing, tree pruning and street sweeping by a national company to supplement the work of NCC. The company will make around 20 visits per annum. It will not include Marine Road or the Wynd. APC has written to NCC regarding the proposal and is awaiting a reply.

85/23 Planning Matters

a) Planning Applications

i) 23/00908/NONMAT

Large Triangular Glass structure – 6 Riverside, Alnmouth
This application has been withdrawn.

ii) 23/01704/FUL Single storey gable extension | 4 The Pinfold Alnmouth
APC has no objections and will submit a neutral comment.

iii) 23/01565/FUL Lower Steading High Buston Main Street High Buston Northumberland.
Replacement of all windows & doors.
APC has no objections and will submit a neutral comment.

b) Update on Planning Decisions

23/01008/FUL Church Of St John The Baptist Northumberland Street Alnmouth Alnwick.
Provision of a new metal storage shed to the rear of the church along the north boundary
Location Church Of St John.
APC NOTES that NCC has granted this application.

c) Other updates or applications received since drafting the agenda (for information only)

None received.

86/23 County Council Matters

County Cllr Castle informed APC that on 27th July at 6pm in Alnwick there would be a new North Northumberland Local Area Committee meeting for matters other than Planning which would be dealt with in future at a separate meeting. The NCC policy on grass cutting and weed suppression would be on the agenda on 27th July. Cllr Armstrong will attend the meeting if he is available.

Cllr Castle also mentioned the Parish Council Liaison Group where a representative from APC could attend.

County Cllr Swinbank informed APC about the NCC 'FixMyStreet' area of the website where members of the public can report issues such as graffiti, fly tipping, broken paving slabs, broken street lighting, overflowing bins, potholes etc with a precise location and with a prompt response to the report.

County Cllr Swinbank reported on the Shepherd's Hill proposed layby which can be funded if Cllrs Swinbank and Castle put monies towards it from their local schemes allowances.

Improvements to the drainage along Lovers' Walk is on the NCC Local Transport Plan Priorities for 2023-24 for a design.

Cllr Castle confirmed that refurbishment of the Alnmouth public toilets is on the list but there are around 60 public toilets on this list for Northumberland and there is no time scale available for when the works might be completed.

87/23 Correspondence

Hindmarsh Hall has requested that they place an advertising wobble board at the roundabout coming into Alnmouth to advertise events at the Hall. APC had no objections and Cllr Gair will write to the Hall.

88/23 Request for a new Memorial Bench

APC considered a family's request to install a memorial bench in memory of a family member with local connections to the area. There were two benches identified that could be replaced with a memorial bench – the bench backing onto the playpark furthest away from the sea along the line of three benches and the one next to the bus shelter. It was AGREED that the Clerk would write offering one of the two sites together with a copy of the APC Memorial Bench Policy.

89/23 Resiting of 'Books by the Sea' Library (at Shepherd's Huts on Golf Course)

The 'Books by the Sea' library is not very accessible and it was AGREED that there would be no objections to moving it to the Old School Art Gallery Yard.

90/23 Defibrillators in the Village

The Defibrillator outside the Red Lion is not registered with the Circuit – the national defibrillator network which provides the NHS ambulance services with information about defibrillators across the UK. Cllr Gair will discuss with the owners of the Red Lion.

91/23 Training

It was AGREED that the Clerk attend the training on VAT for VAT registered Councils being offered by the Northumberland Association of Local Clerks.

92/23 Schooner Hotel

Local residents had queried whether the Hotel was safe after recent reports in the local press of breaches of fire safety legislation. APC NOTED that the breaches were historic from 2021 and that there will have been inspections since then. NCC will investigate any complaints made directly to them.

93/23 Local Transport Plans for NCC 2024-25

APC considered Cllr Armstrong's report on a new stretch of footpath on the Foxton Road near the brow of the hill by the yellow grit bin due to pedestrians using the road. APC AGREED to put this forward and Cllr Armstrong will produce a final draft of the report for the next meeting.

APC will consider at the next meeting whether to add the trip hazard caused by the footpath/pavement at Riverside Way due to the erosion of the pavement. Cllr Denton will report it on FixMyStreet in the meantime.

94/23 Defibrillators in the Village

See above under item 90/23.

95/23 Shepherd's Hill – NCC Plans for Lay-by

It was AGREED that APC would submit a response supporting the proposal and requesting that:

- 1) In order to maximise the use of the lay-by space APC requests that no individual bays be marked out
- 2) That NCC lay ducting for electric cable when building the lay-by space for future use for rapid Electric Vehicle Charging Points.

a) It was **RESOLVED** that the following payments be approved:

For Approval				
Deb Still	£380.90	£-	Clerk's net salary June 2023	APC
Deb Still	£33.60	£5.60	Xero Subscription 2.6.23 - 1.7.23	APC
Deb Still	£14.40	£2.40	IONOS website hosting 5.6.23 - 5.7.23	APC
Deb Still	£4.50	£0.00	Mileage to Meeting 13.6.23	APC
Deb Still	£4.75	£0.00	1 x Ream of Paper	APC
Hobberlaw PLants	£546.72	£91.12	Inv 2023022 Planting Roundabout	Arts Festival
Gallaghers Insurance	£42.35	£-	Additional Premium change to outside equipment	APC
PPD Printgroup Ltd	£113.00	£-	Inv 17993 May Newsletter Part Payment	APC
PPD Printgroup Ltd	£84.00	£-	Inv 17993 May Newsletter Part Payment	Arts Festival
S Gair	£11.77	£-	Order 13555 Hooks Picture World	Arts Festival
RoSPA	£106.80	£17.80	Inv 71407 Annual Inspection	APC
S Gair	£187.55	£31.26	Hooks for Gallery Lion 8.6.23	Arts Festival
S Gair	£387.71	£64.62	Order 13556 Wires and Hooks - Picture World	Arts Festival
AAF Per 1	£1,000.00	£-	Inv 7.6.23 Perfce 16.6.23	Arts Festival
Gary Martin	£300.00	£-	Inv 4.6.23 Signwriting	Arts Festival
ICO	£35.00	£-	Annual Data Protection Fee (Â£35 if paid by DD)	APC
Solopress	£1,418.53	£-	Order 3752847 AAF Brochure	Arts Festival
NCC	£474.00	£79.00	Inv 932956 25.5.23 Traffic Mgmt	Arts Festival
Gallaghers Insurance	£1,031.68	£-	Inv 523745946 APC Annual Insurance	APC
Robin Winder	£80.00	£-	Inv 32 May 2023	Dr Joy Fund
PPD Printgroup Ltd	£113.00	£-	Inv 18110 Newsletter June	APC
Hindmarsh Hall	£24.00	£-	Inv 003 APC Meetings	APC
AAF Per 2	£1,000.00	£-	Inv 230617	AAF
Retrospective Approvals and TO NOTE Amended Payments				
SoloPress	£1,418.53	£-	Order 3752847 AAF Brochures	Arts Festival
NPD Ltd	£1,440.00	£240.00	Invoice 2853 Paid Debit Card Dep Beach Flags AAF	Arts Festival
Glasdon UK Ltd	£550.93	£91.82	Futuro Bin for near Bridge	APC
Lucy Frost	£153.99	£-	Inv 213370672 AAF Walkie Talkies Paid by Debit Card	Arts Festival
D Denton	£178.40	£-	Repairs to Bus Shelter Roof, Strim x 3	APC
Go Displays	£1,395.60	£232.60	Inv 64059 paid by debit card Display Panels AAF	Arts Festival

b) To **RECEIVE** the monthly finance report (circulated before the meeting)

The finance report for May 2023 was RECEIVED.

c) APC approved regular monthly direct debits for the ICO (annually for £35); Xero accounts monthly subscription £33.60 inclusive of VAT; and IONOS website and mail hosting of £14.40 inclusive of VAT.

d) The Clerk has received the bank debit card and has used it to make payments for AAF pursuant to delegated powers in the Financial Regulations and as approved above.

e) The Clerk will enquire about opening accounts with the main suppliers for providing Christmas Lights suppliers (TLC and Screwfix) in order that payments are easier in 2023.

f) The Annual Accounts and AGAR have nearly been completed by the accountants and the Clerk will meet up with them next week to obtain the final forms with 'wet signatures' as required by the external auditor. Due to the delays an EGM will be necessary to approve all AGAR documents.

97/23 Reports from Working Groups

a. Christmas Lights

Maintenance works will begin in the next couple of months.

b. Village Maintenance

- i) Update on Playpark improvements – Cllr Denton will work through the list. Cllr Denton will arrange to a bench to be replaced on one of the picnic bench seats.
- ii) Update on quotes for the surface topping in Dr Joy's garden – no quotes received as yet.
- iii) Update on new bin near bridge and possible new bins purchase and/or more regular emptying. The new bin has been delivered to NCC's yard and is awaiting installation. The bins were not emptied recently due to NCC staff absence. It was AGREED that no other bins needed purchasing.
- iv) Update on noticeboard – Cllr Denton will look at repairs needed.
- v) Condition of toilets and maintenance costs. The recent problems with blockages have been reported to NCC. The Alnmouth Village Golf Club allowed visitors to use their toilets during a recent incident when Cllr Denton had to put a notice up closing the women's toilets. Cllr Gair to contact NCC re opening the additional 6 or so toilets in the Women's block which are currently padlocked.

c. Senior Citizens Christmas Lunch

No update.

d. Arts Festival

Two of the evening ticketed events have sold out and other events are selling well. Everything is in place for the weekend.

e. Climate Change

- i) EV Charging Points on Marine Road and accessibility of App – Cllr Armstrong will pass on additional feedback about the difficulties of using the app.
- ii) Shepherd's Hill options for EV Charging Points – this was discussed above at item 95/23.

98/23 Confidential Matters

It was RESOLVED to exclude the public due to the confidential nature of the business to be discussed (contract negotiations).

99/23 Any Other Business for Information Only

None.

The meeting closed at 9pm.

Date & Time of Next Meeting: - Thursday 22nd June at 6.30pm, The Hindmarsh Hall, Northumberland Street, NE66 2RS.

Future Meeting Dates

11th July 2023

8th August 2023

12th September 2023

10th October 2023

14th November 2023

12th December 2023

9th January 2024

13th February 2024

12th March 2024

ALNMOUTH PARISH COUNCIL
Extraordinary General Meeting
The Hindmarsh Hall, Northumberland Street, Alnmouth
Minutes the Meeting Thursday 22nd June 2023 – 6.30pm

Present: Cllrs Susanne Gair (Chair), David Denton, Ian Armstrong, Simon Walford, Simon Rushton, Josie MacDonough.

In Attendance: Deb Still (Clerk).

The Meeting opened at 6.30 pm.

100/23 Apologies

Cllrs Shelley Straughan and George Ternent.

101/23 Declarations of Interest

None

102/23 Public Participation

No members of the public were present.

103/23 AGAR Return & End of Year Accounts 2022-23

i) The Annual Internal Audit Report was RECEIVED and NOTED. There were no actions arising from the report.

ii) The Annual Governance Statement (AGAR page 4) was APPROVED and AGREED.

iii) The draft annual accounts 2022-23 were APPROVED & AGREED.

iv) The Bank Reconciliation and Explanation of Variances for 2022-23 was APPROVED & AGREED.

v) The AGAR Accounting Statement (AGAR page 5) was APPROVED & AGREED.

104/23 Training

It was AGREED that the Clerk could attend the Internal Controls training course arranged by the Northumberland Association of Local Councils at a cost of £30.

105/23 Any Other Business (for information only)

None.

106/23 Confidential Matters

It was RESOLVED to exclude the public due to the confidential nature of the business to be discussed (staffing matters). The Clerk's incremental increase from 1st August 2023 was AGREED and the Clerk will amend her contract and circulate.

The meeting closed at 7.15pm

Date & Time of Next Meeting: - 11th July 2023 at 7pm, The Hindmarsh Hall, Northumberland Street, NE66 2RS.

Future Meeting Dates 8th August 2023, 12th September 2023, 10th October 2023, 14th November 2023, 12th December 2023, 9th January 2024, 13th February 2024, 12th March 2024.