

ROTHBURY PARISH COUNCIL

AGENDA PAPER

Dear Councillor. You are hereby summonsed to an ordinary meeting of the Parish Council to be held on Wednesday 12th February 2025 commencing at 7pm in the Dovecote Room Jubilee Institute, for the purpose of transacting the business contained within this Agenda. The public are welcome to observe, and parishioners may attend from 645pm, before the meeting commences, to ask public questions.

RPC/21/25 Apologies for absence

Apologies and reason for absence to be given to the Clerk prior to the meeting

RPC/22/25 Declaration of Members Interests

Members are required to disclose personal and prejudicial interests relating to any matters to be considered at the meeting. The disclosure must include the nature of the interest. An interest must also be disclosed in the meeting if it only becomes apparent to the member during the meeting. If a member who has declared a personal interest then considers the interest to be prejudicial he/she shall declare that, and, after making any representations, answering questions or giving evidence relating to the business, the member shall withdraw from the room for the remainder of the item to which the interest relates.

RPC/23/25 Approval of Minutes of previous meeting held 8th January 2025

RPC/24/25 Garden/village maintenance and related issues

RPC/24/25/01 Monthly gardening report. Members are asked to consider report and issues arising
1.Replacement bin at Haugh Car Park

RPC/24/25/02 Parish Seating.

1. Members to consider replacement picnic bench and seating at Beggars Rigg.
2. Members to consider member request to purchase commemorative seating to mark VE Day 2025.
3. Members to approve commemorative seat and plaque request, seating to be placed on village green in front of Old Doctor's Surgery

RPC/25/25 Planning

Public comments can be submitted via Northumberland County Council website:

Northumberland.gov.uk/Planning.aspx or via post to: Development Control, County Hall, Morpeth, NE61 2EF

RPC/25/25/01 Members to consider the following Planning Applications received:

- 24/04428/FUL: Whinbank – demolition of existing swimming pool building and outbuildings. Proposed two storey extension to rear/north of property and single storey extension to the West
- 24/04421/FUL: Whitton View Open Spaces – temporary sales cabin for the sale of homes on the land
- 24/04422/ADE: Whitton View Open Spaces – advertisement consent for flags, swing sign, cabin graphics, window vinyls, long and low signs, v-stack sign, strip signs and stack sign

- 25/00138/FUL: Sandaig, Hillside – single storey extension to side, front and rear. New roof and wall cladding to house and garage

RPC/25/25/02 Members to note Approval of Planning Application received as follows:

- 24/03761/FELTPO: Moorside – tree works, removal of Corsican pine
- 24/04293/TREECA: All Saints Church Yard – Trees in a Conservation Area, 7 Yew, 3 Holly, pruning - Rothbury Parish Council
- 25/00061/TREECA: Land Noth of Linden Cottage – Trees in a Conservation Aea, 30% crown reduction of T38 and T39 Cherry

RPC/25/25/03 Members to note Refusal of Planning Application received as follows:

- 24/04155/S106A: Land East of Whitton View – Modification of S106 agreement dated 7.8.24 on 23/3886/FUL in order to change trigger points for delivery of affordable houses.

RPC/25/25/04 Coquetdale Neighbourhood Plan. Members to receive update.

RPC/26/25 Finance

RPC/26/25/01 Payments. Members are asked to approve the following payments. Chairman is asked to consider and sign the approved schedule against payments to be made.

PARISH COUNCIL BANK ACCOUNT				
PAYABLE TO	DETAILS	AMOUNT (GROSS)	NETT	VAT
Thropton Parish Council	Coquetdale Cluster Fee	£103.22		NIL
UCCT	January shoppers bus	£64.00		NIL
Jubilee Institute	Quarterly rent of Blaeberry Room	£375.00		NIL
Northumberland Estates	Bike track. Back rent following review	£61.17		NIL
	Annual rent in arrears, allotments	£100		
	Annual rent in arrears, North river bank	£50		
Employee/HMRC	Salary	£2400.32		NIL
Employee	Expenses	£131.02		
Nest	Pension, 3/3/25	£118.37		NIL
M Evens	January maintenance, village	£976.00		NIL

J Ayre	Summer bedding. Petunia, Begonia, Marigold, Geranium	£484.27		
	Summer bedding, Lobelia	£102.52		
LGRC Associates Ltd	Internal audit review	£396.02	£330.02	£66.00
Cumbria Clock Company	Repair to All Saints Church Clock.	£2178	£1815	£363
BURIAL BANK ACCOUNT	DETAILS	AMOUNT (GROSS)	NETT	VAT
Employees/HMRC	Salary	£3322.53		NIL
Nest	Pension, 3/3/25	£185.85		NIL
M Evens	January maintenance, Whitton Bank cemetery	£464.00		NIL
Chirnell Construction	Works to alleviate damp, Cemetery lodge	£650		NIL
M&S Agricultural Engineering	Mini digger repair	£96.00	£80.00	£16.00
Youngs Electrical Contractors	Repair damaged cable	£99.43	£82.86	£16.57
Wave	Water and sewerage charges	£109.73		NIL

RPC/26/25/02

The following payments have been made as per Financial Standing Order 5.6: Continuing Contracts and Obligations. Members to note payments. Chairman is asked to consider and sign the approved schedule against payments made.

CEMETERY BANK ACCOUNT	DETAILS	AMOUNT (GROSS)	NETT	VAT
Spar/Shell	Fuel, 6/1/25	£52.78	£43.98	£8.80
Lloyds Bank	Service Charge, 20/1/25	£8.50		NIL
Eon	Electricity	£169.81	£161.72	£8.09
PARISH BANK ACCOUNT				
UNITY BANK ACCOUNT	Monthly bank charges 31/1/25	£6.00		NIL

RPC/26/25/03

Bank reconciliations. Members are asked to consider the most recent bank reconciliations

RPC/26/25/04

Replacement hand held grasscutter for village maintenance. Members are asked to approve purchase of replacement machinery.

RPC/26/25/05

Northumberland Estates Rent review. Members are asked to consider rent increase from £100/annum to £110/annum, land for allotments

RPC/26/25/06 Parish Council Office Furniture. Members are asked to approve budget for purchase of filing cabinet

RPC/27/25 Parish Council Governance Review

RPC/27/25/01 Documents for review. Members are asked to consider amendments to Standing Orders,

1. Section 3: Meetings Generally. Amendment to public questions below, as per the most up to date version of the National Association of Local council's Standing Orders

Current Standing Order states: A person shall raise his/her/their hand when requesting to speak.

Amendment to Standing Order. [A person shall stand when requesting to speak and when speaking (except when a person has a disability or is likely to suffer discomfort)] The chair of the meeting may at any time permit a person to be seated when speaking.

2. Addition of Annex A to the Standing Orders, relating to Public Questions

3. Section 3: Meetings Generally.

Current Standing Order states.

a The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of councillors who are present and the name of councillors who are absent.

Amendment: the names of councillors who are present and the names of councillors who are absent, subject to the councillor giving apologies to the Clerk before the meeting, and the reason being accepted by the Council.

4. Section 5: Ordinary Council Meetings. Amendment to the business of the Annual Meeting of the Council, as per the most up to date version of the National Association of Local council's Standing Orders

Current Standing Order.

Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include: i. In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of his/her/their acceptance of office form unless the Council resolves for this to be done at a later date; ii. Confirmation of the accuracy of the minutes of the last meeting of the Council; iii. Appointment of members to existing committees; iv. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

Amendment. Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:

- i. In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
- ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
- iii. Receipt of the minutes of the last meeting of a committee;
- iv. Consideration of the recommendations made by a committee;
- v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- vi. Review of the terms of reference for committees;
- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees in accordance with standing order 4;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.**

5. Section 6: Extraordinary Meetings of the Council, Committees and Sub-Committees. Amendment to number of Cllrs requesting an extraordinary meeting as per the most up to date version of the National Association of Local Councils Standing Orders

Members of the committee [or the sub-committee], any two (**current Standing Order states 3**) members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

6. Section 7: Previous Resolutions. Amendment to number of Cllrs requesting a previous resolution be re-considered, as per the most up to date version of the National Association of Local Councils Standing Orders

A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 3 (**Current Standing Order states 6**) councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.

7. Section 13: Code of Conduct and Dispensations. Amendments to consideration and granting of a dispensation, as per the most up to date version of the National Association of Local Councils Standing Orders

Current Standing Order states: A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required, and that decision is final.

Amendment: A decision as to whether to grant a dispensation shall be made by the Proper Officer OR by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.

Current Standing Order states: Subject to standing orders 13(d) and (f), a dispensation request shall be considered at the start of the meeting for which the dispensation is required.

Amendment: Subject to standing orders 13(d) and (f), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required OR at **the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required.**

8. Section 18: Financial Controls and Procurement as per the most up to date version of the National Association of Local Councils Standing Orders.

whether contracts with an estimated value below **£30,000 (Current Standing Order states £25,000)** due to special circumstances are exempt from a tendering process or procurement exercise.

A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £30,000 (**Current Standing Order states £25,000**) but less than the relevant thresholds referred to in standing order 18(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).

9. Section 19: Handling Staffing Matters, as per the most up to date version of the National Association of Local Council's Standing Orders

Current Standing Order states. A member of the Staffing Committee shall conduct a review of the performance and annual appraisal of the work of the employees. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by Staffing Committee.

Subject to the Council's policy regarding the handling of grievance matters, the matter shall be progressed by resolution of Staffing Committee.

Amendment(s). The chair of the Staffing committee or in their absence, the vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Clerk/RFO. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Staffing committee.

Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff shall contact the chair of the Staffing committee OR the Staffing sub-committee or in their absence, the vice-chair of the Staffing committee OR the Staffing sub-committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Staffing committee OR the Staffing sub-committee.

RPC/27/25/02 Financial Standing Orders. Members are asked to consider the most recent National Association of Local Council's Financial Regulations, tailored to the requirements of Rothbury Parish Council.

1. At least once in each quarter, and at each financial year end, two members other than a cheque signatory –

Amendment. Remove "other than a cheque signatory" shall be appointed to verify bank reconciliations for all accounts produced by the RFO. The members shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council.

2. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to **one, amend from two** authorised signatory.

RPC 27/25/03 Scheme of Delegation, including Committee and Working Group Terms of Reference. Members are asked to adopt updated Scheme of Delegation.

RPC/27/25/04 Statement of Internal Control. Members are asked to consider the document, including amended system for payment of invoices, and internal auditing system of financial records

RPC/27/25/05 Bank Signatories. Members are asked to review the current signatories and appoint further Cllr(s)

RPC/27/25/06 .gov email addresses. Members to receive update on creation of Parish Council and Parish Councillor .gov email addresses.

RPC/28/25 County Councillor update. Members to receive update.

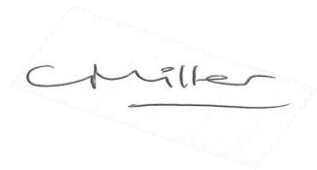
RPC/29/25	Borderlands Place Programme. Members to receive update.
RPC/30/25	Telegraph Lines Village green. Members to consider Wayleave Agreement with Fusion Fibre
RPC/31/25	Internal Audit
RPC/31/25/01	Internal audit year ending 31/3/24. Members to consider Chairman option report in relation to the following recommendation included within the Action Plan
	1.As a high priority it is recommended that the councils data is processed and stored on a council owned device with back-up/cloud storage restricted to Rothbury Parish Council business. This applies to all documentation and communications including emails and telephones.
RPC/32/25	Pedestrian Crossing. Members to receive information in relation to road markings, inclement weather concerns
RPC/33/25	Freemanship Award agreed April 2024.
	1.Members to approve wording for scroll.
	2.Members to confirm arrangements for award ceremony and approve budget
RPC/34/25	Consultation on street naming and numbering request. Members are asked to consider the following proposals for Land East of Whitton View. 1. Debdon. 2.Holystone. 3.Harwood. 4.Tumbleton
RPC/35/24	To carry out annual review of Asset Register(s) for Rothbury Parish Council and Rothbury Parish Council (RJBC)
RPC/36/24	To carry out annual review of Risk Assessment(s) for Rothbury Parish Council and Rothbury Parish Council (RJBC)
RPC/37/25	Bike track rent. Members to consider resident concerns relating to increase in rent
RPC/38/25	Future training opportunities via National Association of Cllrs. Members to consider training opportunities
RPC/39/25	Community Resilience Forum 14/1/25. Clerk to verbally advise Members of forum content
RPC/40/25	Proposed bridleway creation and footpath stopping up south-east of Rothbury. Members to consider County Council consultation
RPC/41/25	Northumberland Open Space Assessment. Members are asked to consider draft document.
RPC/42/25	To receive urgent items/items for next Meeting
RPC/43/25	Kings Garden Party 2025. Members to receive information via NALC
RPC/44/25	Date of next meeting

PART II

The Council is invited to consider the following resolution: That under the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during consideration of the following item on the agenda, as the item involves the discussion of confidential information.

RPC/45/25 Members to receive verbal report relating to complaint received since previous meeting

RPC/46/25 Members to consider recommendations relating to a legal matter and contained within a confidential report.

A handwritten signature in black ink, appearing to read "C. Miller", is written over a faint, rectangular watermark or stamp. The signature is cursive and includes a horizontal line underneath the name.

Claire Miller, Clerk/RFO
5th February 2025