

# ROTHBURY PARISH COUNCIL

## AGENDA PAPER

Dear Councillor. You are hereby summonsed to an ordinary meeting of the Parish Council to be held on Wednesday 12<sup>th</sup> March 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/47/25                    Apologies for absence**

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

### **RPC/48/25                    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/49/25                    Meeting with Nigel Fisher of Civil Contingencies Department, County Council**

### **RPC/50/25                    Approval of minutes of previous meeting held 12<sup>th</sup> February 2025**

### **RPC/51/25                    Garden/village maintenance and related issues**

RPC/51/25/01                Monthly gardening report. Members are asked to consider report and issues arising

RPC/51/25/02                VE Day. Members to consider options to commemorate VE Day 2025

### **RPC/52/25                    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/52/25/01                Members to consider the following Planning Applications received:

- 25/00196/LBC: Listed Building Consent for repairs only to Park Cottage and Garden Cottage, Cragside

RPC/52/25/02                Members to note Approval of Planning Application received as follows:

- 24/03927/LBC & 24/03926/FUL: Cragside Visitor Centre, The Farm Cragside – Listed Building Consent for new condensing units to be installed externally on roof valley over kitchen and café area

RPC/52/25/03                Members to note Refusal of Planning Application received as follows:

- 24/02785/FUL: 4 Walby Hill, Change of use from C2 (care home to Sui Generis (6 bedroom holiday let) and installation of rooflights

RPC/52/25/04                Coquetdale Neighbourhood Plan. Members to receive update.

RPC/53/25/01

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

<b>PARISH COUNCIL BANK ACCOUNT</b>				
<b>PAYABLE TO</b>	<b>DETAILS</b>	<b>AMOUNT (GROSS)</b>	<b>NETT</b>	<b>VAT</b>
UCCT	January shoppers bus	£64.00		NIL
Northumberland Estates	Six months rental, bike track	£159.83		NIL
Employee/HMRC	Salary	£1106.20		NIL
Nest	Pension, 1/4/25	£118.37		NIL
M Evens	February maintenance, village	£940		NIL
Clerk's & Council's Direct	Freemanship Scroll	£139.80	£116.50	£23.30
Robson and Cowan	Stihl Lawnmower	£515.83	£103.17	£619
EON	Electricity, interactive signage	£79.41	£75.63	£3.78
Northumberland County Council	HR SLA 2/25 Retaine Fee + 1 Occupational Health appointed + 15 minutes of time	£350.40	£292.00	£58.40
<b>BURIAL BANK ACCOUNT</b>				
<b>PAYABLE TO</b>	<b>DETAILS</b>	<b>AMOUNT (GROSS)</b>	<b>NETT</b>	<b>VAT</b>
Employees	Salary	£2052.83		NIL
Nest	Pension, 1/4/25	£185.85		NIL
M Evens	February maintenance, Whitton Bank cemetery	£216.00		NIL
EON	Electricity, cemetery	£100.00	£95.34	£4.77

RPC/53/25/02

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.

<b>BURIAL BANK ACCOUNT</b>	<b>DETAILS</b>	<b>AMOUNT (GROSS)</b>	<b>NETT</b>	<b>VAT</b>
Northumberland County Council	Garden waste service, Whitton Bank Cemetery	£104		
Spar, Shell garage, 12/2/25	Fuel, unleaded	£26.34	£21.95	£4.39

	Fuel, diesel	£25.96	£21.63	£4.33
<b>PARISH BANK ACCOUNT</b>				
Northumberland County Council	Garden waste service, village centre	£109		
Unity Bank	Monthly bank charges	£6.00		
EON	Electricity, interactive signage			

- RPC/53/25/03      Bank reconciliations. Members are asked to consider the most recent bank reconciliations
- RPC/53/25/04      Financial reports. Members are asked to consider the most up to date budget and spend figures
- RPC/53/25/05      Review of Insurance Cover. Members are asked to consider current insurance cover
- RPC/53/25/06      Schedule of Payments. Members are asked to approve schedule of regular payments for the forthcoming financial year ending 31.3.26
- RPC/53/25/07      Northumberland County Council. Subscription to People and Cultures. Members to be advised the retainer fee 2025-2026 will be £326/annum (current fee £310)
- RPC/54/25      Borderlands Place Programme. Members to receive update**
- RPC/55/25      Pedestrian Crossing. Members to receive information in relation to road markings, inclement weather concerns**
- RPC/56/25      Internal Audit**
- RPC/56/25/01      Internal Audit year ending 31.3.24. Members to review Action Plan and consider outstanding recommendations as follows.
- 1.Council owned device with back-up/cloud storage restricted to Rothbury Parish Council business. The Clerk to give verbal update.
  - 2.Authorisation stamp for invoices. Members are asked to consider alternative option of invoice header sheet
  - 3.Review of GDPR arrangements. The Clerk to give verbal update.
  - 4.Review of passwords security/access arrangements for business continuity purposes. Members are asked to consider Business Continuity Plan.
  5. Review of general and earmarked reserves. Members are asked to consider Reserve Policy.
  6. Asset Register values contained in Annual Return. The Clerk to give verbal update.
  7. Charitable trust and burial land. The Clerk to give verbal update.

8. Annual Councillor training in the Code of Conduct. Members are asked to consider Training and Development Policy

**RPC/56/25/02 Internal Audit year ending 31.3.25. Members to receive update from the Clerk**

**RPC/57/25 Governance Review. Members are asked to consider adoption of the following documents/policies**

1. Communications Policy
2. Expense Policy
3. Equality & Diversity Policy
4. Accessing advice, including in exceptional circumstances

**RPC/58/25 Freemanship Award agreed April 2024. Members to confirm arrangements for refreshments for award ceremony**

**RPC/59/25 Proposed bridleway creation and footpath stopping up south-east of Rothbury. Members to consider County Council consultation**

**RPC/60/25 Village Entrance Signage. Members to discuss developer obligations in relation to signage**

**RPC/61/25 Northumberland County Council. Wildlife and Countryside Act, 1981. Definitive Map and Statement of Public Rights of Way. Members are asked to note receipt of the following Definitive Map Modification Orders.**

1.From Footpath No 27 in the Parish of Thropton, in a south-easterly, westerly and south-easterly direction by Brae Head, Gimmerknowe and The Quarries to join the Westhills-Rothbury road, west of Newcloud House.

2.From Bridleway No 28 in the Parish of Thropton, north of Brae Head, in a southerly direction to the former Cartington parish boundary, east of Brae Head. Thereafter, as a 2.74m wide path, in a south-easterly, easterly and north-easterly direction by Ship Crag to join Bridleway No 6, at the former Cartington parish boundary

3.From Footpath No 26 in the Parish of Thropton, east of Glitteringstone, in a south-easterly direction to the former Cartington parish boundary. Thereafter as a 0.76 to 1.22m wide path, in a south-easterly direction crossing Footpath No 5 to join the High Street west of The Bank

4.From Bridleway No 28 in the Parish of Thropton, south of Chapel Hill, in a north-easterly, easterly, southerly and easterly direction by Primrose Cottage and crossing the Debdon Burn to join the Rothbury – New Moor House road, South of Debdon Plantation

5.From Bridleway No 4, south of the Cairn, in a south-westerly direction to join Bridleway No 12 in the Parish of Thropton, north of Brae Head

6.From the Blue Chirnells – Primrose Cottage road, west of Crocky’s Heugh, in a westerly direction to join Footpath No 29, in the Parish of Thropton

7.As a 6.75 to 9.25m wide byway open to all traffic, from a point on the U4066 road, at the junction of Wagtail Lane and Wagtail Road, 10m north of No 15 Lordenshaw Drive, in a south-easterly direction for a distance of 520m to a point 210m north-west of Wagtail Farm. Thereafter as a 5m wide, unsurfaced byway open to all traffic, in a general south-easterly direction for a distance of 45m, to join Public Footpath NO 45, at the ramp leading up to a former bridge over the now dismantled railway, 170m north-west of Wagtail Farm

8.From the southern end of Byway Open to All Traffic No 40 (The Wagtail Road) at the former British Railways, in a south-

easterly direction by Craghead, to join Footpath No 6 in the Parish of Brinkburn

9.As a 2.74m wide path, from a junction with Bridleway No 4 at the former Cartington parish boundary, in an easterly direction to a point of 290m north of a property known as “The Stell.” Thereafter, as a 3m wide woodland path, in a north-easterly then south-easterly direction for a distance of 60m, to the former parish boundary, 290m north of a property known as “Southgate.” Thereafter, as a 2.74m wide metalled path, in a south-easterly, easterly, then north-easterly direction to a point 260m north of a property known as “Arrochar.” Thereafter, continuing as a 3m wide path, in a north-easterly direction, to a point 290m north of a property known as “Edgecombe,” then continuing in a north-westerly, north-easterly then general south-easterly direction for a further 660m, to a junction with Bridleway No 29, 170m north-west of a property known as “Addycombe”

10.From Footpath No 26 in the Parish of Thropton, east of Glitteringstone, in a south-easterly direction to the former Cartington parish boundary. Thereafter as a 0.76 to 1.22m wide path, in a south-easterly direction crossing Footpath No 5 to join the High Street west of The Bank

11.From Footpath No 5 south-west of Addycombe, in a north-easterly direction, crossing the former Cartington parish boundary, to join the Rothbury – New Moor House Road, south of Moor Lodge

12.A 1.5m wide moorland path, for a distance of 260m, from Footpath No 7, 135m north of Blaeberry Hill, in a north -north-easterly direction to a junction with Bridleway No 6, 30m west of the Coplish Burn. Thereafter as a path, in a north-easterly direction to join the Black Chirnells-Primrose Cottage road, north-west of Primrose Cottage

13.A 3m wide path, from Bridleway No 29, 170m north-west of Addycombe, in an easterly direction along a metalled track for a distance of 170m to join Footpath No 10, 135m north of Addycombe

14.A 1.5m wide path, from Bridleway No 6, 260m north of a property know as “Arrochar,” in an easterly, then general southerly direction, to join Bridleway No 29, 70m north of High Heatherlea

15.From the Rothbury – Cambo road, south of the Whitton Burn, in a south-easterly direction crossing the Pike Sike to join Bridleway No 7 in the Parish of Brinkburn

16.From Bridleway No 46, west of Pike Sike, in a south-easterly direction to the former Mount Healey Parish Boundary, joining Footpath No 9 in the Parish of Brinkburn

17.From the Rothbury – Pauperhaugh road, west of Cragend, in an easterly direction, crossing the Black Burn by the footbridge, to join Footpath No 2 in the Parish of Brinkburn

18.From Bridleway No 1 in the Parish of Brinkburn, in a north-easterly direction to join Bridleway No 2 in the Parish of Longframlington

**RPC/62/25 Road diversions within Coquetdale. Members to discuss problems when several roads closed simultaneously**

**RPC/63/25 Members to consider British Legion proposals for North East England Field of Remembrance, Saltwell Park, Gateshead**

**RPC/64/25 Creation and installation of poppy themed display. Members to consider suggestion for display at Armstrong Cross**

**RPC/65/25 2025 Parish Council Elections. The Clerk to advise on procedure**

**RPC/66/25**                    **British Telecom, Digital Voice. Members to note public meeting 17/4/25 10am to 4pm Jubilee Institute**

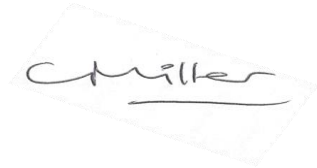
**RPC/67/25**                    **To receive urgent items/items for next Meeting**

**RPC/68/25**                    **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/69/25**                    **Members to receive verbal report relating to a legal matter**

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.

Claire Miller, Clerk/RFO  
6<sup>th</sup> March 2025