

# ROTHBURY PARISH COUNCIL

## AGENDA PAPER

Dear Councillor. You are hereby summonsed to the Annual Meeting of the Parish Council to be held on Wednesday 14<sup>th</sup> May 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/93/25 Apologies for Absence**

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

**RPC/94/25 Election of Chair for 2025-2026**

**RPC/95/25 Election of Vice Chair for 2025-2026**

**RPC/96/25 To receive Declarations of Acceptance of Office**

**RPC/97/25 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/98/25 Post Election Vacancies**

**RPC/99/25 Approval of minute of previous meeting held 9<sup>th</sup> April 2025**

**RPC/100/25 Receipt of the minutes of the last meeting of the Staffing Committee**

**RPC/101/25 Consideration of the recommendations made by the Staffing Committee**

**RPC/102/25 Receipt of the minutes of the last meeting of Rothbury Joint Burial Committee**

**RPC/103/25 Consideration of the recommendations made by Rothbury Joint Burial Committee**

**RPC/104/25 Review of delegation arrangements to committees, sub-committees and staff**

**RPC/105/25 Review of the terms of reference for committees**

**RPC/106/25 Appointment of members to existing committees / external bodies**

- 1.Staffing Committee
- 2.Rothbury Joint Burial Committee
- 3.Coquetdale Cluster
- 4.Neighbourhood Plan
- 5.Climate and Nature

6. Dr Thomlinson's Trust

**RPC/107/25 Appointment of any new committees in accordance with Standing Order 4**

**RPC/108/25 Review and adoption of appropriate standing orders and financial regulations**

**RPC/109/25 Review of arrangements with not-for-profit bodies**

**RPC/110/25 Review of representation on or work with external bodies and arrangements for reporting back**

1. Borderlands Place Programme

2. Climate and Nature

3. Dr Thomlinson's Trust

**RPC/111/25 Review of Asset register(s)**

**RPC/112/25 Confirmation of arrangements for insurance cover in respect of all insurable risks**

**RPC/113/25 Review of the Council's and / or staff subscriptions to other bodies**

1. Northumberland Association of Local Council's

2. Open Spaces Society

3. Society of Local Council Clerk's

4. Coquetdale Cluster

5. National Association of Cllr's

6. Information Commissioners Office

**RPC/114/25 Review of the Council's complaints procedure**

**RPC/115/25 Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation**

1. Privacy Notice

2. Document Retention Policy

3. Publication Scheme – updated document to be adopted based on model template

4. Information Data Protection Policy

**RPC/116/25 Review of the Council's employment policies and procedures**

1. Disciplinary & Grievance Policy

2. Sickness Absence Policy

3. Bullying & Harassment Policy

4. Health & Safety Policy

5. Training & Development Policy

6. Equality & Diversity Policy

**RPC/117/25 Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972**

**RPC/118/25 Determining the time and place of ordinary meetings of the Council up to and including the next Annual meeting of the Council**

**RPC/119/25 Clerk's Report**

**RPC/120/25 Garden/village maintenance and related issues**

RPC/120/25/01 Monthly gardening report. Members are asked to consider report and issues arising

1. Proposals for repair to white seat, Bridge End

2. Proposals for repair to Jubilee Institute seating

3. Dog muck problems, railing work, Armstrong Cross

4. Bike Track. Members to consider inspection report and request for gardener to attend weedkilling course

RPC/120/25/02 VE Day. Members to consider options to commemorate VE Day 2025

1. Purchase of information lectern. Clerk to advise on pre-application planning permission cost

**RPC/121/25 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/121/25/01 Members to consider the following Planning Application(s) received:

- 25/01258/LBC: 3 Market Place – Listed Building Consent to affix minor termination boxes, small dia. Cables and affix to façade of property

RPC/121/25/02 Members to note Approval of Planning Application as follows:

- 25/00138/FUL: Sandaig, Hillside – Single storey extension to side, front and rear. New roof and wall cladding to house and garage
- 25/00720/FUL: 3 Addycombe Gardens – demolition UPVC conservatory to rear of property and construction single storey rear garden room extension

RPC/121/25/03 Coquetdale Neighbourhood Plan. Members to receive update.

**RPC/122/25 Financial matters**

1. To consider payments and receipts April 2025. Members are asked to show their agreement

2. Bank Reconciliation. Members are asked to note.

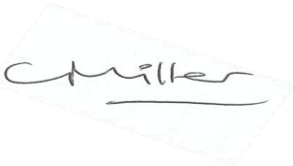
3. Year to Date figures. Members are asked to note

4. Proposal for Council Credit Card(s). Clerk to provide verbal update

5. Review of bank signatories

**RPC/123/25 Borderlands Place Programme. Members to receive update**

- RPC/124/25**                    **Pedestrian Crossing. Members to receive information in relation to road markings, inclement weather concerns**
- RPC/125/25**                    **Internal Audit year ending 31.3.25. Clerk to give verbal update**
- RPC/126/25**                    **Freemanship Award agreed April 2024. Members to confirm arrangements for scroll presentation**
- RPC/127/25**                    **Proposed bridleway creation and footpath stopping up south-east of Rothbury. Members to receive update on County Council consultation**
- RPC/128/25**                    **Road diversions within Coquetdale. Members to discuss problems when several roads closed simultaneously**
- RPC/129/25**                    **Crises Management. Clerk to give update on training attended available via website Communities Prepared**
- RPC/130/25**                    **St Oswald's Way Management Group. Members to consider proposals for replacement interpretation panel Haugh Car Park**
- RPC/131/25**                    **Training. Members to consider future training requirements**
- RPC/132/25**                    **To receive urgent items/items for next Meeting**
- RPC/133/25**                    **Date of next meeting**



Claire Miller, Clerk/RFO

8<sup>th</sup> May 2025