

NEWTON ON THE MOOR & SWARLAND PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held on
Saturday 22th May 2021 at 10.00am at Vyner Park, Swarland

Due to the continuing Covid restrictions and the ending of the ability to hold formal decision-making meetings remotely, the Annual Meeting of the Parish Council was held in two parts, on different days. First, a consultative meeting of all councillors was held by Zoom on 20th May. Then, a formal ‘in person’ Annual Meeting of the Parish Council was held on 22 May at 10am at the Vyner Park Pavilion, Swarland (rear of building), with an agreed limited number of members present, to achieve ‘social distancing’

Notes from the consultative meeting:

1.	Public Question Time (Max 15 minutes in total) – no questions were raised	
2.	Present: Cllr D. Francis (Chair) Cllr E. Clark, Cllr G. Anderson, Cllr S. Stanley, Cllr S. Woolfrey, Cllr D. Rixon, Cllr C. Letts, Cllr K. Howard-Row. The Clerk and two members of the public were in attendance.	
3.	Apologies for absence: None received.	
4.	Declarations of Interest in items on the agenda: Cllrs Woolfrey and Clark declared an interest regarding item 10c 21/01325/OUT.	
5.	Minutes of the ‘virtual’ meeting held on 28th April 2021: Agreed.	
6.	To consider matters arising from the electronic meeting 28th April 2021: a. <u>Grants from Cllr Thorne for Interactive Speed Monitoring signs or other traffic calming works</u> – The Clerk had had a Zoom meeting with Neil Snowden, NCC Highways Programme Officer who will ask the NCC design team for options for traffic calming works and suggested locations in NotM. b. <u>Poor Broadband speeds</u> – Item has been put on Swarland Residents facebook page but no responses yet. Cllr Clark said Aln Com had contacted her about fibre broadband and whether there were other potential properties interested in Hazon area. Cllr Rixon said he had talked to his supplier and although he was supposed to have 39.6 Mb/s it was just 15-40. The supplier claims readings were always higher than 40Mb/s. c. <u>State of repair of Park Road, Swarland (between Old Swarland and South Lodge)</u> – NCC had reported that some repairs had been carried out. d. <u>NCC Consultation on 20mph speed limit Swarland School</u> – The Clerk had discussed this with Neil Snowden (see 6a above). NS will check with Grants officer about the £5K grant from Cllr Thorne’s NCC Members’ Small Schemes budget. The scheme could be extended along The Avenue, and an extension east along Leamington Lane is also being considered as part of the scheme. They have been asked to include bollards in front of the scheme now so the scheme is to be redrawn and will be put out for consultation. Planned signage would be solar powered, and if an interactive sign is installed using the grant, NS assumed it would be responsibility of the PC to maintain. Members queried this. e. <u>Unadopted roads in Swarland</u> (Cllr Woolfrey) – A revised briefing paper produced by Cllr Woolfrey is now on the PC website. FOI request to NCC has been responded to with details of unadopted road inspection ie annual. ‘actionable potholes’ must be at least 40mm depth and at least 300mm diameter. Nothing other than ‘actionable’ defects are considered as the roads are not adopted. Cllr Woolfrey will produce a further update integrating the FOI response for the PC website. This will be publicised via Facebook, and would encourage residents to report potholes.	

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	<p>f. <u>Re: 18/02250/FUL - conditions requiring footpath and road resurfacing Old Park Road, Swarland</u> – Works are being carried out now. Most of footpath in. Access being maintained to Vyner Park during road resurfacing.</p> <p>g. <u>Complaint to NCC about planning conditions being overridden by developers</u> – Letter has gone to Director of Planning including reminder about earlier affordable housing query.</p> <p>h. <u>Invitation to become Governor of Swarland School</u> – Cllr Letts had accepted the invitation, and provided a pen portrait. First meeting will be in June. Current concerns about Swarland parent unable to get place for child at the school. Cllrs suggested that the lack of spaces at the school needs to be highlighted in the PC’s planning responses. Cllr Rixon referred to a recent S.106 agreement which didn’t give funding to Swarland school as it was just at 60% capacity. Cllr Francis asked if Cllr Rixon could locate this report and share with other cllrs.</p>	<p align="center">D Rixon</p>
<p>7.</p>	<p>Requested agenda items:</p> <p>a. Parish council vacancy – It was agreed to discuss how the appointment could be made, following the end of the meeting.</p> <p>b. Appointment of Committee Members and Representatives (2020/21 shown in brackets)</p> <ul style="list-style-type: none"> (i) Vyner Park Charity Management Committee (NM,SW and K.H-R). (ii) Joint Cemetery Committee (GA and NM). (iii) Swarland Village Hall Representative (SW) (iv) Davison’s Obelisk Working Party (Chairman and Vice Chairman if required). (v) Swarland Village action (NM) (vi) Swarland Show (GA) (vii) Complaints Committee (Membership of Cttee to be decided depending on/if complaint received). (viii) Finance Group (Chairman, LC, DR). (ix) Percy Wood Country Park Liaison (SS). (x) Swarland School Governors (CL) <p>Feedback from Cllr Mansfield is needed before meeting 22.5.21, other Cllrs agreed to continue as in 2020/21. Appointments would be made at the formal meeting</p> <p>c. <u>Vyner Park update</u> - Cllr Woolfrey said that two basketball hoops had been installed by volunteers. The tennis courts and MUGA had been professionally cleaned ready for resealing and painting depending on weather. The bowling green has also been cleaned. Over 20 people have formed a bowling group and VPC has bought 6 sets of bowls. The ride on brusher has been repaired and the new grass cutter is in operation. Football is being played regularly. The VPC accounts have been internally audited with no problems being raised. A Pizza van is visiting every other week and proving popular. Cllr Woolfrey thanked everyone for all their work, particularly Andy Ferguson who had organised and led a lot of the improvement work.</p> <p>d. <u>PC/VPC Insurance Cover</u> – Discussion and decision on provider. The Clerk had obtained three quotes. Cllr Howard–Row volunteered to help the Clerk go through the quotes to identify the best option, to check risks are covered etc.</p> <p>e. <u>Asset Register</u> –. Draft circulated separately. Defibrillator at Vyner Park to be included on PC register. Register recommended for approval at the formal meeting, with amendments suggested by Clerk.</p> <p>f. Annual Governance and Accountability Return 2020/21 – For discussion</p> <ul style="list-style-type: none"> I. To consider the draft annual accounts for 2020/21 (Draft copy attached in Appendix 1). The PC accounts and financial records had been internally audited and no problems were identified. However, Cllr Clark queried the 2019/20 figures on the summary accounts. Clerk to check before meeting 	

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	<p>on 22nd May. The Chairman recommended the unassigned funds to be split with £5000 going to the Community Fund, and the remainder to the General Reserve. The bank reconciliation was agreed however, the explanation of variances form needed additional explanation adding before the meeting on 22nd May</p> <p>II. To consider the completed AGAR 3 (draft copy attached in Appendix 2). Cllrs went through each statement in Section 1 of the AGAR 3 and agreed to recommend them.</p> <p>III. The figures in Section 2 were agreed with slight amendment of £1 increase for defibrillator to box 9 Assets (£307,118 total).</p>					
<p>8.</p>	<p>Report by County Councillor and meetings attended by Councillors: No report had been received from County Cllr Thorne. Cllr Rixon commented that Cllr Thorne was not keeping the PC updated on what was happening at NCC, and had not supported the PC during the consideration of planning application 20/03622/FUL recently. Other Cllrs mentioned that there have been one or two complaints from residents that Cllr Thorne was not being effective as a County Cllr, in particular not replying to letters/emails. Cllrs had noted that Cllr Thorne did not attend PC meetings, nor provide any reports. Chairman to write letter to County Cllr Glen Sanderson asking for greater engagement from Cllr Thorne.</p>	<p align="center">D Francis</p>				
<p>9.</p>	<p>Finance:</p> <p>8. Finance</p> <p>a. Clerk's salary £395.50 plus expenses £33.18</p> <table border="0" style="width: 100%;"> <tr> <td style="padding-left: 20px;">Payment to HM Revenues & Customs PAYE =</td> <td align="right">£79.20</td> </tr> <tr> <td style="padding-left: 20px;">Payment to Clerk = £395.50 + £38.20 - £79.20 =</td> <td align="right">£349.48</td> </tr> </table> <p>b. Other receipts and payments:</p> <p>i)Receipts: NCC Parish Precept (1st half) £11,350.00</p> <p>ii)Payments: Donation to St Oswald's Hospice in lieu of payment £30.00 for internal audit</p> <p>c. Account balance as at 13th May 2021. £27,530.18</p> <p>In addition to the above, the Jubilee Hall Cttee had formally requested their annual grant of £2000 for 2021/22. Cllr Anderson asked that the PC purchase and donate a dishwasher to the JH as part of the grant. All the above were agreed/noted, for decision by the formal meeting.</p>	Payment to HM Revenues & Customs PAYE =	£79.20	Payment to Clerk = £395.50 + £38.20 - £79.20 =	£349.48	<p align="center">Clerk</p>
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<p>10.</p>	<p>Planning:</p> <p>a. Decisions made by NCC</p> <p>20/01296/SN - Street Naming Consultation - Land south of Mereburn House, Low Wood, Swarland. Name proposed is 'Alexander Grove'. The PC had no objections. Name PERMITTED.</p> <p>20/03622/FUL - Increase no of dwellings by 2 dwellings from 9 to 11 dwellings. Land South Of Mereburn House, Low Wood, Swarland, Northumberland. The Parish Council made several objections to this application. Application APPROVED 22nd April 2021.</p> <p>20/04161/FUL - New single storey rear extension. 12 C106 Newton on the Moor, NE65 9JY. The PC had no objections. Application WITHDRAWN 28th April 2021.</p> <p>21/00646/FUL - Proposed single storey side extension. North Lodge 8 Park Road Swarland NE65 9JD. The Parish Council had no objections. Application GRANTED 28th April 2021.</p>					

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	<p>b. Applications pending decision by NCC</p> <p>19/01687/FUL - Change of use of land for the siting of up to 60 static caravans, along with associated infrastructure and hard and soft landscaping. Archaeological report received 09.2.2021 and amended site location plan received 26.02.21. Land North West Of Springwood, Coast View, Swarland, Northumberland. The PC originally objected to this application for a range of reasons including adverse visual impact, too close to existing buildings, sewerage and drainage capacity issues, and highways safety.</p> <p>20/02884/CCMEIA - Land North Of Shiel Dykes U3050 Swarland Junction To Stouphill Junction Swarland, Northumberland. Phased extraction of approximately 5 million tonnes of hard rock and importation of inert material for use in restoration using overburden from site and imported inert materials over 30 year period . This application is not within the Parish but may impact on the area. The Parish Council did not object to the application subject to a range of comments. Cllrs Cutforth and Howard-Row objected to the development.</p> <p>20/03501/DISCON - Discharge of conditions : 12 (highways) pursuant to planning approval 19/01637/FUL Land Parcels South West Of Lislewood, Old Park Road, Swarland, Northumberland. The Parish Council made several objections to this application.</p> <p>21/00576/NONMAT - 21/00576/NONMAT Non-material amendment relating to planning permission 20/01196/REM for revision to the width of the access road crossing the watercourse Land South Of Mereburn House, Low Wood, Swarland, Northumberland. The PC agreed objected to the use of plastics. The original application specified the use of coir.</p> <p>21/00750/OUT -1 No dwelling. Land South East OF 4 Studley Drive Studley Drive Swarland Northumberland. The Parish Council made several suggestions.</p> <p>21/01325/OUT - Outline permission for demolition of existing dwelling and replacement with 2no detached dwellings (all matters reserved) - 4 Kenmore Road, Swarland. NE65 9QT.</p> <p>21/00948/FUL - Demolition of existing single storey flat roofed extension to the rear. Construction of a single storey extension to the rear. Conversion of the roof space to habitable accommodation 1 Newton-On-The-Moor, Morpeth, Northumberland, NE65 9JY. Application GRANTED 12th May 2021.</p> <p>c. Planning matters for Parish Council to consider.</p> <p>21/01139/FUL - Loft conversion with dorma [sic] windows to front elevation and front extension to lounge/sitting room. 1 Nelson Drive, Swarland, NE65 9JR. Comments invited until 13th May 2021.</p> <p>21/01411/FUL - Construction of new dwelling and associated external works. Land South Of Quarry House Newton-On-The-Moor Northumberland. Comments invited until 1st June 2021.</p>	
11.	<p>Complaints:</p> <ul style="list-style-type: none"> • Leamington Lane drain and manhole outside Swarland Primary school – blockage issues referred to NCC 5.2.2020. Being taken up by NCC/OpenReach. • ‘No footpath’ sign at entrance of The Springwood knocked down. • Overhanging branches on C106 from Alnwick Fords to Glantlees turnoff. • Complaints of speeding vehicles in connection with development in Swarland. • Query concerning planning application 19/01687/FUL. • Pothole in Coast View near Swarland Club. • Pothole complaints A697 and Longframlington Road (Cllr Mansfield). • Pothole on Longframlington Road (Cllr Francis). • Condition of Road from Swarland to Old Swarland. • Footpath sign opposite Blue House NotM broken off – referred to NCC. • Suspected Poachers – referred to Northumbria Police. Can alert people via new Facebook site. • Condition of unadopted roads in Swarland. 	
12.	<p>Correspondence: None.</p>	
13.	<p>Requests for Next Agenda: None.</p>	
14.	<p>Urgent items:</p>	

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	a.Cllr Rixon said the 20mph sign on the road north from NotM to Alnwick had been rotated. Cllr Francis said he would check and see if he could adjust it.	Cllr Francis
15.	Date of Next Meetings: Formal Annual Meeting 22 May. Following meetings, probably consultative, by Zoom: 23rd June 2021, 28th July 2021, 25th August 2021. The public would be invited, and any recommendations arising from the meetings would be ratified by the authority delegated to the chairman or clerk.	
16.	Vacancy: Following the departure from the session of the two candidates for co-option, members discussed how they would select between candidates for co-option as the new Parish Cllr. It was decided to base the decision on the written information which had already been provided by each candidate.	

Meeting finished: 20.47

DRAFT 2 Minutes of the 'in person' Annual Parish Council Meeting held
Saturday 22nd May 2021 at 10.00am
at the Vyner Park Pavilion, Swarland (rear of building)

1.	Present: Cllr D. Francis (Chair) Cllr E. Clark, Cllr S. Stanley, Cllr C. Letts, Cllr N. Mansfield. The Clerk was in attendance. No public were present	
2.	Election of Chairman: Cllr Francis was elected. Election of Vice Chairman: Cllr Clark was elected.	
3.	Apologies for absence: None as it had been agreed that the other Cllrs would not be expected to attend. For the duration of the Covid restrictions, it was agreed to give consent to members' absence from face-to-face meetings, where they had already participated in the pre-meeting Zoom consultation.	
4.	Minutes of the 28 April meeting: Agreed and signed.	
5.	Co-option of councillor: It was agreed to co-opt John Fallais. The chairman would write to thank the unsuccessful candidate.	
6.	Appointments to committees and outside bodies: a.Vyner Park Charity Management Committee (NM,SW and K.H-R). b.Joint Cemetery Committee (GA and NM). c.Swarland Village Hall Representative (SW) d.Davison's Obelisk Working Party (Chairman and Vice Chairman if required). e.Swarland Village action (NM) f.Swarland Show (GA) g.Complaints Committee (Membership of Cttee to be decided depending on/if complaint received). h.Finance Group (Chairman, LC, DR). i.Percy Wood Country Park Liaison (SS). j.Swarland School Governors (CL) All the above were confirmed.	
7.	End of year:	

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	<p>a. Asset Register – approved b. Annual Governance and Accountability Return 2020/21 – approved I. Draft annual accounts for 2020/21 (Draft copy attached in Appendix 1). The Clerk had amended the 2019/20 figures on the PC accounts and recirculated them. These were agreed. II. Completed AGAR 3 (draft copy attached in Appendix 2). Approved Cllr Francis had circulated revised explanation of variances – these were agreed.</p>	
<p>8.</p>	<p>To take any other formal decisions and agree any actions arising from the 20 May consultative meeting of councillors: a.All decisions/recommendations from the PC virtual ZOOM meeting held on 20th May 2020 were ratified. b.The Clerk undertook to remind everyone to inform her of agenda items a week before meetings so they could be included on the Agenda. It might not be possible to consider matters raised at PC meetings which were not on the agenda. c. Land transferred to NCC from Treasury Solicitor – it was agreed to revisit this as it had been suggested by Stephen Rickitt that some of the land might be of value to the PC. d. Reports from Jubilee Hall, Swarland Village Hall, Cemetery Committee and Vyner Park Charity to be put on PC website. e. The additional cheques for the dishwasher donation for the Jubilee Hall to Nisbets PLC £1730.36 and £558.03 being the balance after account taken of VAT to the NotM Jubilee Hall Fund were agreed.</p>	

Meeting finished 11.00