

# NEWTON ON THE MOOR & SWARLAND PARISH COUNCIL

Minutes of the electronic Parish Council Meeting held  
**Wednesday 28th April 2021** at 7.00pm online via **ZOOM**: <https://zoom.us/join>  
**DURING COVID 19 EMERGENCY**

<b>1.</b>	<b>Public Question Time (Max 15 minutes in total) –</b>	
<b>2.</b>	<b>Present:</b> Cllr D. Francis (Chair) Cllr E. Clark, Cllr G. Anderson, Cllr S. Stanley, Cllr S. Woolfrey, Cllr D. Rixon, Cllr C. Letts. The Clerk was in attendance.	
<b>3.</b>	<b>Apologies for absence:</b> Cllr K. Howard-Row and Cllr S. Cutforth.	
<b>4.</b>	<b>Declarations of Interest in items on the agenda:</b> Cllr Francis declared an interest regarding item 9bii payment to NALC. Cllrs Woolfrey and Clark declared an interest regarding item 10c <b>21/01325/OUT</b> .	
<b>5.</b>	<b>Minutes of the ‘virtual’ meeting held on 24th March 2021:</b> Agreed.	
<b>6.</b>	<p><b>To consider matters arising from the electronic meeting 24th March 2021:</b></p> <p>a. <u>Grants from Cllr Thorne for Interactive Speed Monitoring signs or other traffic calming works</u> – Clerk has meeting arranged to discuss this with Neil Snowden, NCC Highways 29th April.</p> <p>b. <u>Poor Broadband speeds</u> – Item put in The Column but no response from residents. Cllr Rixon said he’d had a response from his service provider and will be discussing his service with them further. Item to be posted on Swarland Residents Facebook page about new grant scheme and inviting interest in improving Broadband speeds.</p> <p>c. <u>State of repair of Park Road, Swarland (between Old Swarland and South Lodge)</u> – No repairs done. Clerk to contact NCC again and ask for a callback.</p> <p>d. <u>Direction sign to Alexander Grove on Leamington Lane</u> – Signs removed.</p> <p>e. <u>Police &amp; Crime Commissioner and Local Government Elections</u> – All the current Parish Cllrs have been elected unopposed except Cllr Cutforth who did not stand. The Chairman reminded Cllrs that declarations of acceptance of office will have to be signed before the next meeting, and a new Register of interest completed by each Cllr within 28 days. Also expenses claims have to be submitted (even if nil) to NCC by 3.6.21. Clerk was thanked for pulling documentation together.</p> <p>f. <u>NCC Consultation on 20mph speed limit Swarland School</u> – PC still to submit formal response. Clarification needed on whether signs are solar or mains powered, whether Cllr Thorne’s interactive speed sign will be included in the scheme, and whether the speed limit will be in force 24/7 or just when schools open. Clerk to draft and circulate by email. Clerk meeting with Neil Snowden (see 6a above) - to ask about publicity arrangements.</p> <p>g. <u>Unadopted roads in Swarland</u> (Cllr Woolfrey) – FOI request for inspection details has been submitted. Briefing paper prepared by Cllr Woolfrey to go on PC website asap. Cllr Woolfrey to feedback to resident who most recently raised the issue. Item to go on Swarland Residents Facebook page on availability of road information. Clerk confirmed that NCC responsible if someone has an accident to themselves or to a vehicle caused by road condition on these unadopted roads, owned by NCC.</p> <p>h. <u>Re: 18/02250/FUL - conditions requiring footpath and road resurfacing Old Park Road, Swarland</u> – Cllr Rixon said that work is due to start 3rd May.</p> <p>i. <u>Complaint to NCC about planning conditions being overridden by developers</u> – Letter to be sent by Clerk.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<b>7.</b>	<b>Requested agenda items:</b> a. <u>Vyner Park update</u> – Cllr Woolfrey reported that there had been a lot of activity in the Park during March. The VPC Committee are happy with the	

changes agreed by the PC at the last meeting, and also with the additional funding agreed (if necessary). The donated basketball post has arrived and will be installed 29/4/21. The bowling green sweeper is under repair and interest has been expressed by a number of people in playing bowls and Qi Gong on the green. The outside gym will be installed in June. With regard to the stabilisation of the MUGA and tennis court, this is in hand.

The accounts are being sorted out for internal audit with the PC's accounts. Cllr Woolfrey thanked the Cttee, Andy Ferguson (Treasurer) volunteers and Cllr Anderson for their help.

A question was asked about the VP sign at the park's north gate. Cllr Anderson said this was attached to the gate which was removed and the sign will be re-erected shortly.

b. Felton Cemetery Joint Committee Terms of Reference (Cllr Anderson)  
Attached as Appendix 1. Cllr Anderson said there were two key amendments ie 11i and 11iii. The first being that each PC should put their proportion through on their own accounts every year, and the second that each PC pays for the electors on their electoral register (rather than just Swarland) so all parishioners are formally entitled to the reduced rate.

This was discussed and it was agreed that although the details of the committee's income and expenditure should be included as a note to the accounts, they could not be included on the AGAR return as they did not go through the PC's bank account, the PC holds no records of these transactions, and our Internal Auditor has no means of checking them.

It was agreed to accept the new Terms of Reference.

c. Annual Review of PC Risk Assessment – Attached as Appendix 2. The Clerk suggested that an addition should be made on how to deal with remote meetings eg. to follow Government advice. She suggested that an addition be made (in case of inability of Clerk to carry out duties) to give copies of passwords for email/website/bank etc to the Chairman and Vice Chairman which had in fact been done at the beginning of lockdown as a precaution. The Clerk also suggested reducing the amount of finance information reported to meetings as the number of transactions had decreased, and also to complete the review of the PC's Standing Orders and Finance Regs. These suggestions were agreed. Cllrs to pass any additional comments to the Clerk asap.

d. Remote Meetings – In 2020 the Government gave authority to Parish Councils to hold remote meetings which ends on 7/5/21. The Chairman said that Zoom meetings could be held for discussions and decisions can be delegated to one Councillor. Minutes can be produced in the same way but the conclusion will have to be confirmed by the person with the delegated authority. In addition, the PC legally has to have four face to face meetings in a year including the Annual Parish meeting for the election of Chairman etc which can't be delegated. For the rest of the time the PC can carry on using ZOOM until venues open again and meetings permitted.

This was agreed with delegation to the Chairman and in his/her absence, the Vice Chairman but may come to an end if remote meetings are permitted again by the Government. The role of the Clerk will remain unchanged.

e. MHCLG consultation on experience of holding remote meetings – Cllrs Francis, Clark and the Clerk have been through the questionnaire. The Clerk will circulate to the PC for comment/input. General feeling was that remote meetings are useful but there is still a role for in person meetings.

f. Arrangements and date for Annual Meeting of the PC and Annual Parish Meeting – The Chairman said that it is a legal requirement that the Annual

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	<p>meeting is held within 14 days after Cllrs take up their posts after an Election ie between 10th-24th May. It was agreed to hold ZOOM meeting Thursday 20th May at 7pm followed by an in person meeting on Saturday 22nd at 9.00 which just had to be attended by a quorum (4) to minimise risk.</p> <p>g. <u>PC Vacancy</u> – 9 Parish Cllrs have been elected unopposed but there is still one vacancy which can now be filled by co-option. It was agreed to advertise the post and qualification criteria on the ‘Swarland Residents’ Facebook page.</p>	
<p><b>8.</b></p>	<p><b>Report by County Councillor and meetings attended by Councillors:</b></p> <p><b>a.NCC North Area Committee Meeting (Planning) 22.4.21.</b>  Cllrs Rixon, Stanley and the Clerk attended re: application 20/03622/FUL. The letters from the PC and from the public had been read out. Disappointingly, NCC Highways saw no problem with access. The Chairman dismissed the objections and the application was approved with a requirement for a £40,000 contribution to affordable housing not necessarily within this Parish. Cllr Rixon said that the PC should take a serious look at Swarland with regard to sewerage provision. Cllr Rixon recently circulated a letter from our MP on this. Cllr Rixon proposed writing to the MP on the Environment Bill currently being considered regarding developments being stopped unless there was sufficient infrastructure to deal with it. He felt the PC should also look further at roads. This was discussed and Cllr agreed to submit an FOI request to Northumbrian Water to ask what money they have had from developments via additional water rates, and what money has been spent on improvements in Swarland in the last 10 years. It was agreed that an additional FOI request be sent to NCC asking for the same information with regard to roads.</p> <p>It was also agreed to post an item on ‘Swarland Residents’ Facebook page encouraging residents to report sewerage problems to Northumbrian Water and to investigate if other Parish Councils have had problems in their parishes with sewerage overflowing by contacting Stephen Rickitt at NALC to put an item in the NALC newsletter.</p> <p><b>b. Felton Cemetery Joint Committee</b>  Cllr Anderson had attended. The meeting had covered the routine running of the Cemetery and use of a locum grave digger. The Accounts had been approved and terms of reference discussed. Improvements are being considered to the storage of waste, and green waste collection with the possible use of commercial sized wheeled bins. The replacement of a noticeboard may incur some additional expense.</p>	<p>Clerk</p> <p>Clerk</p>
<p><b>9.</b></p>	<p><b>Finance:</b></p> <p><b>a.</b> Clerk’s salary £395.50 plus expenses £42.10  Payment to HM Revenues &amp; Customs PAYE = £79.20  Payment to Clerk = £395.50 + £ 42.10 - £79.20 = £358.40</p> <p><b>b.</b> Other receipts and payments:  i)Receipts: NCC Parish Precept (1st half) £11,350.00  ii)Payments: Felton PC for running costs of Obelisk. £175.00  NALC Subscription 2021/22 £239.76  Annual Grant to the Vyner Park Charity £7,000</p> <p><b>c.</b> Account balance as at 22nd April 2021. £35,246.43.</p> <p>The above were agreed. Cllr Francis withdrew from the discussion &amp; decision on item 9(b)(ii) on the NALC subscription and Cllr Clark chaired the meeting for this matter.</p>	<p>Clerk</p>

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<p><b>10.</b></p>	<p><b>Planning:</b></p> <p><b>a. Decisions made by NCC</b></p> <p><b>20/01296/SN</b> - 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><b>20/03622/FUL</b> - 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. (See item 8 above).</p> <p><b>b. Applications pending decision by NCC</b></p> <p><b>19/01687/FUL</b> - 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><b>20/02884/CCMEIA</b> - 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><b>20/03501/DISCON</b> - Discharge of conditions : 12 (highways) pursuant to planning approval 19/01637/FUL Land Parcels South West Of Liseswood, Old Park Road, Swarland, Northumberland. The Parish Council made several objections to this application.</p> <p><b>20/04161/FUL</b> - New single storey rear extension. 12 C106 Newton on the Moor, NE65 9JY. The PC had no objections.</p> <p><b>21/00576/NONMAT</b> - 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><b>21/00646/FUL</b> - Proposed single storey side extension. North Lodge 8 Park Road Swarland NE65 9JD. The Parish Council had no objections.</p> <p><b>21/00750/OUT</b> -1 No dwelling. Land South East OF 4 Studley Drive Studley Drive Swarland Northumberland. The Parish Council made several suggestions.</p> <p><b>c. Planning matters for Parish Council to consider.</b></p> <p><b>21/00948/FUL</b> - 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. Comments invited until 27th April 2021</p> <p><b>21/01139/FUL</b> - 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><b>21/01325/OUT</b> – Outline permission for demolition of existing dwelling and replacement with 2no detached dwellings (all matters reserved). 4 Kenmore Drive, Swarland, NE65 9QT. Comments invited until 18th May 2021.</p>	
<p><b>11.</b></p>	<p><b>Complaints:</b></p> <ul style="list-style-type: none"> <li>• Leamington Lane drain and manhole outside Swarland Primary school – blockage</li> </ul>	

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	<p>issues referred to NCC 5.2.2020. Being taken up by NCC/OpenReach.</p> <ul style="list-style-type: none"> <li>• Broken off directions footpath sign on Footpath No 35 (south end) reported to NCC 10.3.20 and photos sent in to Countryside Officer.</li> <li>• Emails about proposed Cussin's development at Low Wood.</li> <li>• 'No footpath' sign at entrance of The Springwood knocked down.</li> <li>• Emailed complaint about signage issues in Swarland.</li> <li>• Overhanging branches on C106 from Alnwick Fords to Glantlees turnoff.</li> <li>• Complaints of speeding vehicles in connection with development in Swarland.</li> <li>• Query concerning planning application 19/01687/FUL.</li> <li>• Pothole in Coast View near Swarland Club.</li> <li>• Pothole complaints A697 and Longframlington Road (Cllr Mansfield).</li> <li>• Two blocked drains on north side of Leamington Lane. Felton PC advised.</li> <li>• Pothole on Longframlington Road (Cllr Francis).</li> <li>• Street Light 4NE beside Jubilee Hall request for replacement made 17/3/21.</li> <li>• Condition of Road from Swarland to Old Swarland.</li> <li>• Footpath sign opposite Blue House NotM broken off.</li> <li>• Damage to roads in Hazon.</li> <li>• Suspected Poachers.</li> <li>• Condition of unadopted roads in Swarland.</li> <li>• Query about building beginning on site in Swarland without planning permission.</li> </ul> <p>With regard to the above the potholes and road edges at Hazon have been repaired. The Clerk now has contact information for the poachers complaint and this will be reported to the Police.</p>	Cllr Clark
<b>12.</b>	<p><b>Correspondence:</b> Copy emails relating to Planning Application 19/01687/FUL. Highways England – Consultation in connection with A1 dualling until 20th May 2021. Cllr Francis said the project is still making progress. The plans have been modified including dealing with spoil heaps.</p>	Clerk
<b>13.</b>	<p><b>Requests for Next Agenda:</b> a.PC/VPC Insurance. b.Parish Council Accounts c.External Audit documents.</p>	
<b>14.</b>	<p><b>Urgent items:</b> a.Governor of Swarland School – Cllr Letts has expressed an interest in taking on this role but would like to get more information in what was involved first. Clerk to contact Chair of Governors. b.Cllr Rixon raised the issue of plants in the planter in The Square. Cllr Stanley said that Swarland Village Action possibly should do this and she will raise it. c.Cllr Cutforth – Cllr Francis thanked Stuart Cutforth on behalf of the Parish Council for his valuable contribution to the Parish Council.</p>	
<b>15.</b>	<p><b>Date of Next Meeting:</b> Informal discussion on Thursday 20/5/21 via ZOOM, followed by formal Annual Meeting on Saturday 22nd May 2021 at 9am. Venues/meeting arrangements to be confirmed depending on Government advice. Following meetings: 23rd June 2021, 28th July 2021, 25th August 2021.</p>	

**Meeting finished at: 20.50**