

Slaley Parish Council

Minutes of the Monthly Meeting of Slaley Parish Council Held on Monday 11th September 2023 at 7.30 pm in Slaley Commemoration Hall

1. Present

Councillor Ian Stevens, Councillor Stella Douglas, Councillor Debra Taylor and Councillor Jon Storey, Councillor Lynda Sale and County Councillor Colin Horncastle.

2. Apologies for Absence

None

3. Public Participation

None

4. Short Address by County Councillor Horncastle

County Councillor Horncastle provided Councillors with an overview of issues on the County Councils agenda – See Appendix 1 for details.

5. Declarations of Interest

None

6. Minutes of Meeting Held on Wednesday 9th August 2023

a. Approval of minutes

The minutes were proposed as a true record by Cllr Taylor and seconded by Cllr Storey.

b. Review of actions

The Actions Log was reviewed and appropriately updated – See Appendix 2.

c. Matters arising

None.

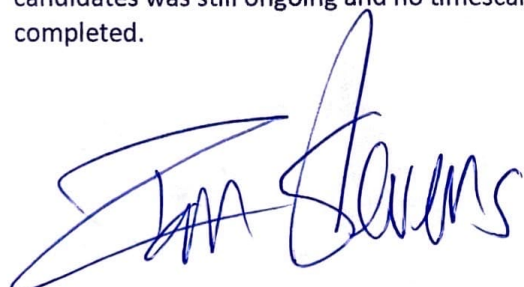
7. Correspondence of significant note

a. Post Van – 20th July 2023. Email sent (by Cllr Stevens) to the six parish councils which cover the areas the post van visits, requesting an update on any action they may have taken with the Post Office regarding it being 'off the road' for extended periods. Bardon Mill Parish Council responded on 15th August 2023, stating that they too would be taking the matter up with the Post Office.

b. Email sent (by Cllr Stevens) to Chair Of Slaley Commemoration Hall Trustees dated 24th August 2023 advising of the Council's decision not to automatically renew the grant for the Wi-Fi there from 31st March 2023.

Cllr Taylor confirmed receipt of the email by the Chair of the Trustees.

c. Email to Police Constable Paul Davies dated 29th August 2023 (by Cllr Stevens) – Follow up email to the one of 20th July 2023, with regard to progress being made with the Speed Awareness Initiative locally. Response of the same date identified that vetting of candidates was still ongoing and no timescale could be put on when this would be completed.

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Email sent to County Councillor Colin Horncastle (by Cllr Stevens) dated 29th August 2023 seeking his support in progressing this issue on behalf of Slaley Parish Council. A further request for support was made to him at the meeting.

Action – County Cllr Horncastle to progress.

- d. Email sent to Glen Harrison, Highways Maintenance Senior Team Leader, Tyne Valley, Northumberland County Council (by Cllr Stevens), dated 29th August 2023. Follow up email to the one of 21st July 2023 regarding the nature of the infrastructure in Slaley.

Subsequently it came to light that the follow up email was sent in error, given that Mr. Harrison had replied to that original email on 24th July 2023. Cllr Stevens wrote to Mr. Harrison acknowledging this oversight on his behalf.

- e. Email sent to Karbon Homes dated 29th August 2023 (by Cllr Stevens) requesting their view of ownership in relation to the green space at Park Side. No response to date.

Action – Cllr Stevens to follow this item up with Karbon Homes.

8. Approaches Made to Councillors

i. Correspondence

- a. Email received from Northumberland County Council, Climate Change Programme Team on 11th August 2023 offering those in the county free trees. More details at <https://nland.cc/freetrees>.

Councillors noted that Slaley Parish residents had been made aware of this scheme via the September edition of Slaley News.

- b. Email received from Northumberland County Council, Sports Development Manager on 29th August 2023 seeking input to a workshop regarding skateboarding. It was agreed that Cllr Stevens would attend the workshop to establish if there was any value the scheme could bring to Slaley or what support the Parish Council could give to the initiative more generally.

Action – Cllr Stevens to attend workshop.

- c. Cllr Stevens wrote to fellow Councillors on 30th August 2023 requesting that they review their Declaration of Interest form and update them as appropriate.

Action – Councillors who are yet to close out this action to progress – see Actions Log dated 9th May 2023, log reference 9.

ii. Personal

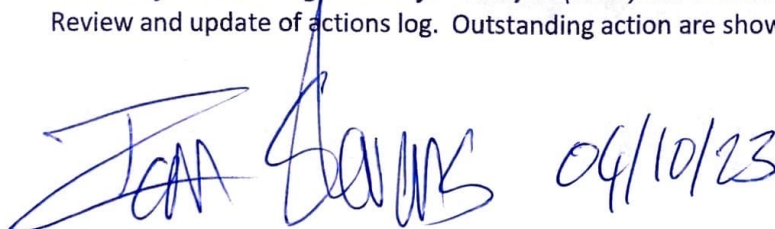
- a. Cllr Stevens was approached by Mr. Wilson of Badgers Nook, Slaley, querying why the new pavement surface being applied in the village was not being laid along the path which cut across start of his and his neighbours driveways.

Cllr Stevens wrote to Glen Harrison, Highways Maintenance Senior Team Leader, Tyne Valley, Northumberland County Council, on 5th September 2023, seeking clarity around this issue. No response to date.

9. New Items

- a. **Review of Outstanding Actions for 2023/24 (led by Cllr Stevens)**

Review and update of actions log. Outstanding action are shown in Appendix 3.



- b. **Recruitment of a Parish Clerk/Responsible Finance Officer (RFO) (led by Cllr Stevens)**
Councillors agreed that recruiting a new Parish Clerk/RFO was now a matter of urgency and a recruitment plan needed to be put in place by the end of September 2023. It was agreed that in particular thought should be given to making the post sound more interesting and less daunting and that new outlets for advertising the role should be considered e.g. Slaley First School website, the distribution of posters/flyers to all local clubs and societies, etc..

Action – Cllr Stevens to develop the Parish Councils recruitment plan for its next Parish Clerk/RFO.

In addition it was noted that Parish Council paperwork was still held by the former Parish Clerk, Mrs. C Loughlin, despite efforts to retrieve it. It was agreed that another approach was needed to recover the material.

Action – Cllr Sale to approach Mrs. Loughlin to recover the material.

- c. **Slaley Parish Infrastructure**

On 21st July 2023 Cllr Stevens wrote to Glen Harrison (see item 6 d. of this agenda) with concerns raised by residents of the nature of the infrastructure primarily in Slaley village. This agenda item will provide Councillors with the opportunity to review the subsequent responses.

Following a review of correspondence Councillors were happy with the progress being made regarding infrastructure issues but asked the Chairman to keep this item under review.

- d. **Managing Speed Compliance Through Slaley Village (led by Cllr Stevens)**

Councillors to consider how compliance with the speed limit through Slaley Village is pragmatically managed.

The County Council had provided telemetric data to Councillors from which they had concluded that speeding was not a significant issue through the village. Based upon these findings Councillors could do no more than agree. However, it was felt that were some 'rogue' motorists who ignored the speed limit and as such it was important to pursue the Speed Awareness Initiative (see item 7c.).

Allied to this issue is the new 20 mph speed restriction in place during Slaley First School pick-up and drop-off times. Councillors agreed that this should be enforced over a longer period, than is currently the case (08:30 – 09:15 and 14:45 to 15:30), to take into account the pick-up and drop-off times of the school buses too.

Action – Cllr Stevens to review enforcement hours and submit revisions to the Councils Highways Program Team.

Councillors agreed that issue of traffic speed in the Parish should be kept under review on a six monthly basis and to assist with this County Council data should be requested.

Action – Cllr Stevens to add a review of traffic speed to the 'Yearly Planner'.

- e. **Grants Policy (led by Cllr Taylor)**

Progressing the use of the new grants policy has highlighted that some organisations/individuals may request 'part', rather than full, funding for an 'item'/initiative. The current policy does not allow for this.

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Following discussion, it was agreed that the Grants Policy should be amended to allow applications to be made for grants for general funds. A **RESOLUTION** to this effect with the following wording was unanimously passed "Applications can be made for general funds, a specific project or as part funding of a specific project".

Action – Cllr Taylor to update Grants Policy.

f. **Review of Yearly Planner (led by Cllr Stevens)**

Items reviewed:

- **Parish Council Notice Board**

It was noted that Councillors Stevens and Douglas managed the content of the notice board

- **Facilities and Services**

Discussion focused on the fabric of the Parish Council Notice Board, which was considered to be in a poor state and requiring a lock.

Action – Cllr Storey to provide feedback to Councillors on the condition of the notice board and the viability of fitting a lock.

Councillors expressed a lack of understanding around what else this topic covered. Cllr Taylor agreed to investigate the background to it further.

Action – Cllr Taylor to explore the background to this item for the sake of clarity.

- **Grass Cutting Contract**

The contract is already under review, with a response from Karbon Homes awaited (see item 7 e.) before this issue can be progressed.

- **Indemnity Insurance**

The Parish Councils indemnity insurance is renewed on 1st June each year. It was agreed that this review would henceforth be moved to March on the 'Yearly Planner'.

Action – Cllr Stevens to amend the 'Yearly Planner'.

g. **Confidential Council Business (led by Cllr Stevens)**

This item was related to the Revd. Helen Savage and Olwen Savage leaving the Parish in October and did not require formal minuting.

10. Planning Applications

Tree Preservation Order Application: T1 Sycamore. Crown reduce tree by up to 2.5m over whole crown.

Location: Tree Tops Slaley Hexham Northumberland, NE47 0AA

Applicant: Mrs Johnston

Application No.: 23/03243/FELTPO

Observations to be submitted to West Area Team by 25th September 2023. Councillors had no objection to the application.

Action – Cllr Stevens to log the Parish Councils decision with Northumberland County Council.

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11. Finances

a. *Monies passed for payment post 9th August 2023*

• Hextol Foundation – printing of May Slaley News	£54.75
• Slaley Commemoration Hall – August Parish Council meeting	£18.00
• Contribution to Revd. Helen and Olwen Savages leaving gift	£150.00
Total	£222.75

- b. Cllr Taylor provided an update on Council finances. It was noted that the second part of the precept had been paid into the Councils bank account although the remittance receipt had been sent to Mrs. P. Wilson, the former Parish Clerk.

Action – Cllr Stevens to update the Parish Councils details with Northumberland County Council in relation to the receipt of the precept remittance notification.

12. Any Other Business/Urgent Matters

a. *Slaley News*

Councillor Douglas advised that she had been approached by the editors of Slaley News regarding the funding of the publication in 2024. Whilst funded by donations in 2023, following discussions Councillors agreed that given the societal benefit of the publication to Slaley residents, it should be exclusively funded by the Parish Council in 2024. A **RESOLUTION** to this effect with the following wording was unanimously passed “Slaley Parish Council will underwrite, to the maximum value of £700, the production costs of Slaley News during 2024”.

Action – Cllr Stevens to advise the editors of Slaley News of the Parish Councils decision.

Action – Cllr Stevens to forward a note of thanks on behalf of the Parish Council to the Chair of Slaley Community Shop for it’s part in funding Slaley News.

Action – Cllr Douglas to forward notes of thanks on behalf of the Parish Council to all those in the community that have funded Slaley News to date.

Action – Cllr Stevens to add a review of the funding of Slaley News of the ‘Yearly Planner’.

13. Date of Next Meeting

Wednesday 4th October 2023.

Meeting closed at 21.28

To Note:- All actions and resolutions emerging from this meeting are captured in Appendix 4.

 04/10/23

Appendix 1

Specific Items Referenced by County Councillor Horncastle Under Minuted Item 4

- A number of new green policies would be announced in the near future
- Cuts in services would be inevitable because of increasing budgetary constraints
- New ways were being looked at to repair pothole damage across the County
- A county wide food recycling scheme would come into being across the County in 2025/26
- Glass recycling county wide would soon be rolled out
- The scrapping of the charge for the disposal of rubble at waste sites was costing the Council circa £500K p.a.
- The County Council had purchased a new fleet of snow ploughs
- From his limited budget County Councillor Horncastle has agreed to pay for a new heating system at Slaley First Scholl

 J. A. Stevens 04/10/23

Appendix 2

ACTIONS LOG FOR SLALEY PARISH COUNCIL MEETING OF 9TH AUGUST 2023 (including items/resolutions agreed/approved)

Log Ref.	Minute Ref.	Action	Owner	Due Date	Complete Y/N
1	5 iv.	Streamline the Actions Log for Parish Council Meetings.	IS	11/09/23	Y
2	6 a.	Update County Councillor Colin Horncastle regarding the limited progress being made with Northumbria's Speed Awareness Initiative locally.	IS	11/09/23	Y 29/08/23
3	6 c.	Seek a reply from Glen Harrison regarding the email sent to him from the Council on 21 st July 2023.	IS	11/09/23	Y 29/08/23
4	6 e.	Highlight Linnels Bank road Closure in the October edition of Slaley News and Hexham Notes.	IS	23/09/23	
5	6 e.	Raise awareness of Councillors to TTRO's in the Parish.	DT	UFN	
6	7 b.	Add a link for Slaley Community Shop to the Parish Council website. <i>Updated 11/09/23 – request for link withdrawn</i>	SD	11/09/23	Y
7	8 c.	Calculate monies owed to the outgoing Parish Clerk/RFO.	SD	11/09/23	Y 18/08/23
8	8 c.	Add an item to the Council meeting agenda of September 2023 to discuss the recruitment of a new Parish Clerk/RFO.	IS	04/09/23	Y
9	8 c.	Place an advert in Slaley News and Slaley Notes for a new Parish Clerk/RFO.	IS	25/08/23	Y
10	8 d.	Approach Karbon Homes to establish their responsibility for maintaining the green space at Park Side.	IS	11/09/23	Y 29/08/23
11	8 e.	Appropriately amend the Grants Policy.	DT	10/08/23	Y

Tom Stevens 04/10/23

Appendix 2

Log Ref.	Minute Ref.	Action	Owner	Due Date	Complete Y/N
12	8 e.	Publish the Grants Policy on the Parish Council website.	SD	11/09/23	
13	8 e.	Advise the Parish of the new Grants Policy via Slaley News.	IS	25/08/23	
14	8 g.	Update the Yearly Planner.	IS	16/08/23	Y
15	8 h.	Advertise new system for reporting Street Repairs in the September edition of Slaley News.	IS	25/08/23	Y
16	8 i.	Write to the Chair of the Commemoration Hall Trustees to advise of the Council's decision in regard to the ongoing funding of the Wi-Fi there.	IS	11/09/23	Y 24/08/23
17	9	Set out Council's objections to planning application T/90/E/256 and post them on Northumberland County Councils Public Access System.	IS	14/08/23	Y
18	10	Add an item to the Council meeting agenda of October 2023 to discuss the financial contribution Healey Parish Council make to the Slaley Parish Council website.	IS	02/10/23	
19	10	Add an item to the Council meeting agenda of October 2023 to discuss the ongoing financing of Slaley News. Updated 11/09/23 – This item was brought forward to the September 2023 Parish Council meeting as minuted item 10 a..	IS	02/10/23	Y
20	11	Add an item to the Council meeting agenda of October 2023 to discuss the Parish Plan.	IS	02/10/23	

Sam Stevens 04/10/23

Appendix 2

Items agreed/approved at this meeting

Log Ref.	Minute Ref.	Item	For	Against
1	8 e.	Placing a link on the Parish Council website to the community shops Facebook page.	4	0
2	8 e.	Adoption of new Grants Policy.	4	0
3	8 f.	Parish Council meetings to be moved from the second Wednesday of the month to the second Monday.	4	0
4	8 i.	Cease to automatically renew funding of the Wi-Fi at Slaley Commemoration Hall.	4	0
5	10	Despite rising costs associated with the Slaley Parish Council website, Healey Parish Council will not be asked to increase their financial contribution until 1 st April 2024 at the earliest.	4	0
6	11 b.	Use of the Parish Council email address for respondents to forward comments relating to the County Councils 'warmer home grants' initiative.	4	0

Jan Adams 04/10/23

Appendix 3

Outstanding actions from previous Slaley Parish Council meetings – 2023/24

Log Ref.	Mtg. type	Mtg date	Minute Ref.	Action	Owner	Due date
1	SPC	09/08/23	6 e.	Highlight Linnels Bank road Closure in the October edition of Slaley News and Hexham Notes.	IS	23/09/23
2	SPC	09/08/23	6 e.	Raise awareness of Councillors to TTRO's in the Parish.	DT	UFN
3	SPC	09/08/23	10	Add an item to the Council meeting agenda of October 2023 to discuss the financial contribution Healey Parish Council make to the Slaley Parish Council website.	IS	27/09/23
4	SPC	09/08/23	11	Add an item to the Council meeting agenda of October 2023 to discuss the Parish Plan.	IS	27/09/23
5	SPC	12/07/23	8 xi.	Maintain a record of fly tipping across the Parish.	IS	31/01/24
6	SPC	12/07/23	8 xi	Include an agenda item in the meeting of February 2024 to discuss fly tipping across the Parish.	IS	05/02/24
7	SPC	14/06/23	7 ii.	Review Heritage Asset Register. Updated 11/09/23 – Informal meeting held with interested parties on 7 th September 2023. Item to be raised at the Parish Council meeting of October 2023.	DT	Ongoing
8	ASPC	09/05/23	8 i.	Advertising Policy to be reviewed	TBC	N
9	SPC	13/04/23	8 i.	Overhanging hedge at Townhead at the junction, approach resident to request hedge to be trimmed or offer support in doing so.	JS	N

SPC – Monthly Slaley Parish Council meeting

ASPC – Annual Slaley Parish Council meeting

John Stevens 04/10/23

Appendix 4

ACTIONS LOG FOR SLELEY PARISH COUNCIL MEETING OF 11TH SEPTEMBER 2023 (including items/resolutions agreed/approved)

Log Ref.	Minute Ref.	Action	Owner	Due Date	Complete Y/N
1	7 c.	Discuss Speed Awareness Initiative with Northumbria Police Service regarding the slow pace with which it is progressing in Sleyey..	CH	04/10/23	
2	7 e.	Follow up original email to Karbon Homes of 29 th August 2023.	IS	04/10/23	
3	8 i b.	Attendance at Northumberland County Council Skateboard workshop.	IS	29/09/23	
4	8 c.	Declaration of Interest forms to be updated by Councillors.	ALL	04/10/23	
5	9 b.	Develop the Parish Councils recruitment plan for its next Parish Clerk/RFO.	IS	29/09/23	
6	9 b.	Approach Mrs. C. Loughlin to recover Parish Council paperwork.	LS	29/09/23	
7	9 d.	Review speed restriction enforcement hours and submit revisions to the Councils Highways Program Team	IS	04/10/23	
8	9 d.	Add a review of traffic speed to the 'Yearly Planner'.	IS	04/10/23	
9	9 e.	Updates Grants Policy with the following wording "Applications can be made for general funds, a specific project or as part funding of a specific".	DT	18/09/23	Y
10	9 f.	Provide feedback to Councillors on the condition of the Parish Council notice board and the viability of fitting a lock.	JS	04/10/23	
11	9 f.	Investigate the background to the heading 'Facilities and Services' on the 'Yearly Planner and provide feedback to Councillors.	DT	04/10/23	Y
12	9 f.	Amend the 'Yearly Planner' so that indemnity insurance is reviewed in March and not September.	IS	04/10/23	

Jan Stevens 04/10/23

Appendix 4

Log Ref.	Minute Ref.	Action	Owner	Due Date	Complete Y/N
13	10.	Log the Parish Councils decision with Northumberland County Council regarding planning application 23/03243/FELTPO	IS	25/09/23	Y
14	11.	Update the Parish Councils details with Northumberland County Council in relation to the receipt of the precept remittance notification.	IS	18/09/23	Y
15	12 a.	Advise the editors of Slaley News of the Parish Councils decision to underwrite, to the maximum value of £700, the production costs of Slaley News during 2024.	IS	04/10/23	
16	12 a.	Forward a note of thanks on behalf of the Parish Council to the Chair of Slaley Community Shop for its part in funding Slaley News.	IS	04/10/23	
17	12 a.	Forward notes of thanks on behalf of the Parish Council to all those in the community that have funded Slaley News to date.	SD	04/10/23	
18	12 a.	Add a review of the funding of Slaley News of the 'Yearly Planner'.	IS	04/10/23	

Items agreed/approved at this meeting

Log Ref.	Minute Ref.	Item	For	Against
1	9 f.	Amendment to the Grants Policy to be made in line with the following resolution wording, "Applications can be made for general funds, a specific project or as part funding of a specific".	5	0
2	12 a.	Slaley Parish Council to fund production of Slaley News in line with the following resolution wording "Slaley Parish Council will underwrite, to the maximum value of £700, the production costs of Slaley News during 2024".	5	0

Jan Stevens 04/10/23