

**DRAFT MINUTES SUBJECT TO COUNCIL APPROVAL**

**Minutes of the Meeting of the Council held in Matfen Village Hall on Monday 16<sup>th</sup> February 2015 at 7.00pm**

**Present:** Mr Robin Douglass, Chairman of the Council together with Mr Frank Robson, Mr John Telford, Mrs A Gregory Smith, Mr Keith Irving and Mr Stuart Mills.

In Attendance: Mr Richard Powell, Locality Development Officer, Northumberland County Council  
Mrs Veronica Jones, County Councillor  
Mrs Mandy Senior (Clerk)

**0589 APOLOGIES FOR ABSENCE – None**

**0590. DECLARATION OF INTEREST. None**

**0591. MINUTES OF THE MEETING HELD ON 24<sup>th</sup> NOVEMBER 2014.** It was proposed by Mrs Ann Gregory Smith, seconded by Mr John Telford and AGREED to accept the minutes as an accurate record.

**0592. COUNTY COUNCILLOR'S REPORT.** Cllr Mrs V Jones gave a verbal update on matters relating to Northumberland County Council.

- a) **SUPPORTED BUS SERVICES.** NCC is currently consulting on the future of subsidised bus services in Northumberland. The No 74 which serves Matfen is fully supported. Councillors were encouraged to read the short proposal document and fill out the online questionnaire which can be found at <http://www.northumberland.gov.uk/Default.aspx?page=17831> . The closing date for returns is Thursday 26<sup>th</sup> March 2015. Richard Powell is to email the presentation made to the West Area Committee on this subject. **Action: RP to email presentation to MS.**
- b) **BROADBAND.** A public meeting has been arranged by Guy Opperman MP in Matfen Village Hall on 26<sup>th</sup> February 2015 at 5.00pm. NCC is currently putting forward their 2<sup>nd</sup> stage programme.
- c) **BUS SHELTER.** A resident had requested a bus shelter to be installed opposite the existing shelter. Mrs V Jones advised that she could cover the costs of the shelter should the Parish Council wish to go ahead.

**0593. MATTERS ARISING**

**Richard Powell is to indicate who the senior officers are who are dealing with each issue.**

- a) **RYAL VILLAGE GREEN.** A meeting had been held between Helen Lancaster, Principal Solicitor, NCC and Matfen Estates on 23<sup>rd</sup> December 2014. NCC is waiting for a response from Matfen Estates. The Parish Council want Helen Lancaster to insist that the track is re-instated, once re-instated the other issues can be discussed i.e. widening of the strip in front of the cottages. Mr Robin Douglass advised that Mr and Mrs Kelly had not received a reply to their letter. Mrs Veronica Jones advised that she had not received a copy of this letter. Mrs Senior will send a copy. Richard Powell advised that he had taken a copy of the letter for information. **Action: RP to follow this up with Helen Lancaster and Matfen Estates.**  
**Action: MS to email copy of Mr and Mrs Kelly's letter to VJ.**
- b) **BURNSIDE ROAD.** The drainage problems have now been resolved however repairs are now needed on the surface of the road. **Action: MS to report this to NCC.**
- c) **RYAL UNAUTHORISED LAYBY.** Richard Powell had asked the officers at NCC if they were prosecuting for this illegal activity. There is nothing on their case book however Richard Powell is following this up. **Action: RP to establish if NCC intend to prosecute.**
- d) **CHANGE OF USE OF FIELD.** Vicky Crofton who was dealing with this issue has moved on and the case file passed to Julie Lawson. Unfortunately, as the field has been in use by the resident for more than 10 years he has claimed title by adverse possession and therefore nothing can be done. Machinery has been moved to a new area of the field and Richard Powell is to establish if action can be taken in this area.
- e) **FENWICK.** Richard Powell had spoken to Inspector Oates, Northumbria Police and asked the police to visit the site where the tractors are parking. The police can only take action if the vehicles are causing an obstruction. From a highways point of view there are no parking restrictions in this area. **Action: RP to speak to Inspector Oates to obtain their findings from their visit.**
- f) **PARKING ON THE PAVEMENT.** Cars are continuing to park on the pavement on the bend on the Ingoe road. If the cars are parked in a dangerous position or causing an obstruction then the police should be called to deal with.
- g) **INGOE.** Problems are being experienced in Ingoe with cars parking on the common land. It was agreed to send a letter to all residents advising of the problems and requesting they do not park on the verges. **Action: MS to obtain a map of Ingoe and send to FR to annotate the common land.**
- h) **FLOODING.** It was felt that the road from Matfen to Great Whittington was still flooding although had improved. The situation will be monitored over the next few weeks.

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- i) **MATFEN BOUNDARY MAP.** A boundary map had been obtained and will be copied to all councillors. As the map is A2 size this will need to be taken to Standing Stones Drawing Office Supplies to be copied. Richard Powell advised that he could provide copies. **Action: MS to arrange with RP.**
- j) **TREE WORKS.**
  - i. **Matfen Village Green.** John Alderson, Tree Officer, NCC had inspected the sycamore tree at the north west corner of Matfen Village Green and advised that it should be felled. While the tree does not appear to be an imminent danger, John Alderson advised the Parish Council make arrangements for its removal. The village green is not the responsibility of the Parish Council and John Alderson was to contact Matfen Estates. A response is still awaited. **Action: RP to contact John Alderson for an update.**
  - ii. **Ingoe.** This had been resolved with the residents of Ingoe.
- k) **TRACKING OF NCC ISSUES.** Richard Powell advised that NCC were setting up an online system where Parish Council's would be able to track issues which were logged and find out how they were progressing. The clerk and chairman would be able to input issues and all councillors would be able to view them to track progress. NCC are looking for Parish Councils to pilot this system.

**0594. FINANCE**

- a) **Accounts for payment.** It was proposed by Mr John Telford, seconded by Mrs Ann Gregory-Smith and AGREED accounts on the list attached be paid.
- b) **Review of Clerk's Salary.** Recommended revised salary scales issued from NALC in line with the NJC pay scales for 2014-2016. It was AGREED to increase the clerk's hourly rate to £9.207 and pay the non consolidated payment of £100 with effect from 1<sup>st</sup> January 2015. The increase will be paid with the March salary.

Payee	Detail	Cheque Issued	VAT	Net of VAT	Cheque Number
Mrs A Senior	Clerical Services	275.75		275.75	100821
H M Revenue and Customs	PAYE	68.80		68.80	100822
Matfen Village Hall	Village Hall rental	30.00		30.00	100823
Mel's Cleaning Company	Public toilet cleaning	32.00		32.00	100824
Mrs A Senior	Expenses	57.20		57.20	100825
Society of Local Council Clerks	Subscription	16.93		16.93	100826
Mel's Cleaning Company	Public toilet cleaning	64.00		64.00	100827
Viking Direct	Stationery	53.33	8.89	43.44	100828
Mel's Cleaning Company	Public toilet cleaning	32.00		32.00	100829
Matfen Village Hall	Contribution towards new furniture	1500.00		1500.00	100830

- 0595. CORRESPONDENCE.** All correspondence received since the November meeting had been listed on the agenda and circulated to all councillors.
- 0596. DIVERSION OF PUBLIC FOOTPATH NO 5 AND BRIDLEWAYS NOS 15 & 16.** Notification of a temporary diversion order in the interest of public safety during the extraction of minerals by opencast methods at Mootlaw Opencast Quarry Site and will be effective until 31<sup>st</sup> December 2025.
- 0597. TEMPORARY ROAD CLOSURE.** Notice of temporary road closure on Sunday 21<sup>st</sup> June 2015 between the hours of 6.00am and 7.00pm during the Curlew Cup and Beaumont Trophy.
- 0598. NALC ROADSHOW.** An open forum for clerks and members of local councils has been arranged by NALC in various locations around the County, covering a variety of topics and opportunities, with input from NALC's David Francis and Louise Currie. The agenda will include the new 'transparency' and website requirements, for all local councils; practicalities arising from the new filming and broadcasting regulations; the new Local Council Awards quality scheme; topical employment issues; NALC's services; the planning system; County Council relationships and opportunities. Mrs Senior is to attend the session at Bardon Mill on Thursday 12<sup>th</sup> March 2015.
- 0599. PLANNING REVIEW.** Northumberland County Council is currently undertaking a fundamental review of the planning services. This review will form the basis of a report to the Scrutiny Committee in February. The proposed changes include the removal of the trigger that results in planning applications being taken to committee, including the interpretation of a parish councils objection requiring a committee decision. Councillors will be asked to consider the proposal to remove this automatic trigger. Comments are requested by 19<sup>th</sup> February 2015. **Action: MS to email some bullet points to councillors for comment.**
- 0600. PLANNING APPLICATIONS.**  
All outstanding planning applications are listed on each agenda.

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Reference No	Location	Description	Decision
14/02736/FUL	Land east of Fenwick Cottages, Fenwick	Subdivision of existing residential curtilage and erection of single dwelling	GRANTED
14/02944/FUL	1 The Green, Matfen	Erection of agricultural fence and new timber entrance gates to gable of property	GRANTED
14/03698/FUL	Fenwick Shield, Fenwick	Demolition of conservatory, erection of 2 storey extension to south, removal of chimney and erection of flue, installation of 2 dormer windows to south elevation and 1 to west elevation and installation of 3 rooflights to front	GRANTED
14/03341/VAR YCO	Land East of West Fenwick Farm Buildings	Variation of condition 2 of approved planning application no 13/03515/FUL (amended plans received)	GRANTED
14/03900/MRV EIA	Mootlaw Quarry Matfen	Review of Old Minerals Permissions (ROMP) under the provision of the Environment Act 1995 in respect of application C/91/D/514 (Proposed extension to existing limestone quarry with restoration to agriculture woodland and wildlife areas on 152 ha of land.	Pending decision.
14/03883/VAR CCM	Mootlaw Quarry, Matfen	Variation of condition 1 (period of time of mineral extraction and restoration) from planning approval C/91/D/514 (as above)	GRANTED
14/03885/VAR CCM	Land South West Of West Lodge Matfen	Variation of condition 2 (period of time for removal and restoration of haulage road) from planning approval C/95/CC/68 (Construction of private haul route for vehicles from Mootlaw Quarry, Matfen).	GRANTED

**0601. VILLAGE ISSUES**

- a) **MEMORIAL SEAT.** The memorial plaque has now been received and the seat will be installed in due course.
- b) **WEBSITE.** Mr Stuart Mills is arranging this with Ollie Stevens.
- c) **COMMUNITY ASSET.** As the ownership of the pub has not changed then no action needs to be taken.
- d) **VILLAGE GREEN.** Moles are being very active on the village green. **Action: MS to contact Arimos Pest Control.**
- e) **VILLAGE HALL.** Mrs Ann Gregory-Smith provided copies of the invoices for the new Village Hall furniture. A contribution of £1500 will be made from the Parish Council, as previously agreed.
- f) **DOG FOULING.** It was noted that notices placed on the public footpaths across agricultural land between Matfen and Stamfordham had been removed. Unfortunately, the parish council is unable to take any action. Northumberland County Council is increasing its efforts and have been issuing fixed penalty notices to dog owners who do not clean up after their animals. Any specific problem areas can be reported to NCC online.

**0602. DATE OF NEXT MEETING.** The next meeting is to be held on Tuesday 31<sup>st</sup> March 2015 at 7.00pm in the Village Hall.

Signed as an accurate record \_\_\_\_\_ Chairman