

**Minutes of the annual meeting of Warden Parish Council held on Monday 11<sup>th</sup> May 2026 commencing at 710pm in Newbrough Town Hall**

**Those Present:** Cllr G Charlton (Vice Chairman) Cllr K Youngs, Cllr SJ Heminsley Cllr J Martin, Cllr W Foot,

**In Attendance:** C Miller (Clerk) A Azocar-Nevin (County Cllr), one member of the public

**2026/45 Apologies for Absence**

Cllr S Robson, Cllr L Kay, Cllr D Liddle

**2026/46 Election of Chairman**

Cllr S Robson proposed and seconded as Chairman and duly elected.

**2026/47 Election of Vice Chairman**

Cllr G Charlton proposed and seconded as Vice Chairman and duly elected.

**2026/48 Declaration of Members Interests**

*Members are invited to disclose any Disclosable Pecuniary Interests or other personal interests they may have in any of the items of business on the agenda in accordance with the Code of Conduct.*

Cllr G Charlton declared an interest in allotments.

**2026/49 Opportunity for members of the public to raise any matter**

Resident reported water pooling on Mossy. The County Cllr to liaise with County Council personnel, and advised Network Rail had attended to some areas of concern within the area.

Highways Officer, Humshaugh Parish Council Chair and County Cllr had carried out a walk about within Newbrough parish, with gulleys subsequently cleansed. Similar meeting to be arranged with Highways Officer, County Cllr and Warden Parish Chairman S Robson in due course.

**2026/50 Minutes of the previous meeting held on Monday 2<sup>nd</sup> March 2026**

**RESOLVED:**

Members agreed that the minutes of the previous meeting held on Monday 2<sup>nd</sup> March 2026 were a true record.

**2026/51 Allotments. To consider request from allotment tenant to erect 6ft x 4ft polytunnel / greenhouse**

The Clerk advised allotment tenant Stephen Dobson had requested to erect a polytunnel/greenhouse. 6ft x 4ft

**RESOLVED:**

1. Members gave approval for the polytunnel/greenhouse
2. Clerk to advise allotment tenant

**2026/52 Community litter pick**

Five person's had carried out the recent litter pick. However there hadn't been much debris, with five bags filled. Autumn event to be arranged at a later date, with areas to be looked at beforehand to ensure a pick will be necessary.

**2026/53 Roads/footpaths/village maintenance**

There were no issues to discuss.

## **2026/54 Planning**

### **2026/54/01 Planning Application received**

Public comments can be submitted via Northumberland County Council website: [Northumberland.gov.uk/Planning.aspx](http://Northumberland.gov.uk/Planning.aspx) or via post to: Development Control, County Hall, Morpeth, NE61 2EF

No planning applications had been received.

### **2026/54/02 Planning Application approval received**

No approval of planning applications had been received.

### **2026/54/03 Solar farm planning applications. Members to receive update**

No further information had been received.

### **2026/54/04 New Woodland Creation, Chesters Estate**

Little information had been included with the plans. The Parish Council had no comment to make.

## **2026/55 Reports**

### **2026/55/01 Northumberland County Council**

- Prudham quarry visit had taken place with the Planning agent / County Council Inspector / County Cllr and Cllr WJ Foot. The road surface can be improved, further to the nesting season, and would likely be hardcore. A lot of trees had been removed from the access road to make natural barriers / habitats. No lights will be used at the quarry and noise levels will be very low. Efforts had been made to avoid disturbing the blue lagoon.
- Newbrough First school footpath improvements still under deliberation. Further to feedback received, County Cllr to ascertain if there would be a way to retain all parking spaces and install a zebra crossing.

### **RESOLVED:**

1. Members were in favour of Option 2 – raised footway linking Buttbank path to existing path in front of the school. Space for two parking spaces.

Bus drop-in event arranged 27/6/26 at Hexham Library, 130pm to 430pm. Bus / transport and County Council / Cllr representatives to be present.

## **2026/56 Financial Matters**

### **2026/56/01 Members to approve the following payments**

<b>PAYABLE TO</b>	<b>DETAIL</b>	<b>NETT</b>	<b>VAT</b>	<b>GROSS</b>
Mijan	Easy accounts	<b>£60.00</b>	NIL	£60.00
HMRC	PAYE, retrospective, April 2026, paid by direct debit	£105.14	NIL	£105.14
C Miller	March, April Salary	£526.04	NIL	£526.04
	Expenses	£48.95	NIL	£48.95

S Bertram	Internal auditing	£125.00	NIL	£125.00
Playdale	Operation inspection, replacement of caps and tighten fixings on Playdale equipment	£180.00	£36.00	£216.00
NALC	Annual membership	£160.90	NIL	£160.90
Clear Councils	Annual insurance premium	£646.77	NIL	£646.77
DH Charlton	Parish gardening/maintenance	£545	NIL	£545
B Gustard	Parish gardening/maintenance	£545	NIL	£545

**RESOLVED:**

Members approved the payments.

**2026/56/02 Deposit Account. Members to receive update on savings account with HSBC**

Cllr S Robson had visited HSBC branch to provide updated signature. Clerk to visit a branch in the near future, and which would then enable a savings account to be set up.

**2026/57 The Railway Inn**

Nothing to report.

**2026/58 Crises Management. Members to review Crises Management Plan**

Cllr S Robson to review for next meeting.

**2026/59 Play area. Members to receive update on warning signage relating to play area surfacing**

Warning signage had been ordered. Playdale had attended site and carried out minor repairs and provided full inspection report. The company had no concerns about the rubber matting.

**2026/60 Flood wardens for the parish. Members to consider requirements**

Two people had expressed interest in becoming flood wardens. Cllr SJ Heminsley to resign as a warden and would inform Environment Agency.

**2026/61 Audit of Accounts year ending 31/3/26**

**2026/61/01 Members to consider and agree any matters arising from the report of the internal auditor**

Members considered the internal audit report. There was one recommendation relating to double authorisation of payments.

**RESOLVED:**

Members agreed to continue with the present system of electronic payments.

**2026/61/02 Members to approve the Governance Statement**

**RESOLVED:**

Members approved the governance statement.

**2026/61/03 Members to approve the draft annual accounts year ending 31/3/26**

**RESOLVED:**

Members approved the draft annual accounts year ending 31/3/26.

**2026/61/04 Members to approve the accounting statements and explanation of variances**

**RESOLVED:**

Members approved the accounting statements and explanation of variances.

**2026/61/05 Members to approve the exemption certificate**

**RESOLVED:**

Members approved the exemption certificate.

**2026/61/06 Members to approve the public right of inspection dates 3rd June until 14th July 2026**

**RESOLVED:**

Members approved the public right of inspection dates 3<sup>rd</sup> June until 14<sup>th</sup> July 2026.

**2026/62 Members to carry out adoption / review of Council documents**

**1. Grant Awarding Policy – to review**

**RESOLVED:**

Members agreed the grant awarding policy was adequate.

**2. Safeguarding Policy – to review**

**RESOLVED:**

Members agreed the safeguarding policy was adequate.

**3. Code of Conduct – to review**

**RESOLVED:**

Members agreed the Code of Conduct was adequate.

**4. Habitual & Vexatious Complainants Policy – updated version**

**RESOLVED:**

Members adopted the updated Vexatious Complainants policy.

**5. Disciplinary & Grievance Policy – updated version**

**RESOLVED:**

Members adopted the updated disciplinary & grievance policy.

**6.Document retention policy – to review**

**RESOLVED:**

Members agreed the document retention policy was adequate.

**7.Information data protection policy – to review**

**RESOLVED:**

Members agreed the data protection policy was adequate.

**8.Privacy notice / Contact privacy notice – updated version(s)**

**RESOLVED:**

Members agreed the contact privacy notice was adequate.

**9.Complaints Policy – to adopt**

**RESOLVED:**

Members agreed to adopt the complaints policy.

**10.Standing Orders** – addition of following: 12.4 The Clerk has delegated authority to respond to Planning Applications following consultation with all Parish Councillors, if the time for a response is before a scheduled meeting of the Council.

**RESOLVED:**

Members agreed to amend the standing orders.

**2026/63 Urgent Business/Items for next agenda**

There was no urgent business / items for next agenda.

**2026/64 Date of Next Meeting**

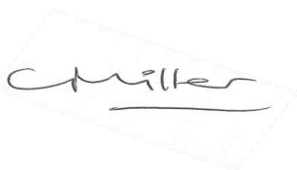
The next meeting of Warden Parish Council will be held on Monday 6<sup>th</sup> July 2026 commencing 7pm in Newbrough Town Hall

Cllrs agreed to enter private session.

The Council is invited to consider the following resolution: That under the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during consideration of the following items on the agenda, as the item involves the discussion of personal information.

**2026/65 Members to consider use of green belt land in the parish**

Members received an update in relation to use of green belt land in the parish.



The meeting closed at 820pm

Claire Miller, Clerk to Warden Parish Council

ACTION	RESPONSIBLE
Crises Management	Chairman to update Crises Management plan, for review at next meeting.
HSBC bank signatories	Clerk to visit an HSBC branch to provide updated signature
Parish walk about	County Cllr to arrange walk-about with NCC / PC Chairman
Council documents	Clerk to upload revised documents to PC website
Request for polytunnel / greenhouse on allotment	Clerk to advise allotment holder PC have granted permission