



The Monthly Parish Council Meeting of Longhoughton Parish Council was held this evening at LCSCCT Westfield Park at 7.30pm.

Present: Cllrs Hinchcliffe (AH) (Chair), Bromley (Vice Chair) (PB), Green (CG), Knox (IK), McEwen (PM), Nicholls (MN) and Rowberry (LR) (Parish Councillor and RAF Representative).

In attendance: 3 members of the public, County Cllr Wendy Pattison (WP) and Elizabeth Taylor, Clerk (ET).

Abbreviations Used in Minutes:

PC – Parish Council; NCC – N’land County Council; NALC – N’land Association of Local Councils
 LCSCCT – Longhoughton Community & Sports Centre Trust; CAN – Community Action N’land;
 LAA – Longhoughton Allotment Association; NCNL – N’land Coast National Landscape.

| Monthly Parish Council Meeting Minutes | | Action |
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| Members of the Public – Questions: No members of the public in attendance. | | |
| 1. | Parish Council Vacancy Application – Mary Calam – Howick Ward Mary Calam’s application had been circulated and PC agreed to co-opt to Howick Ward. Proposed IK, 2 nd PB, all in favour. Mary Calam was welcomed to the PC. | |
| 2. | Apologies for Absence: Councillor Horsley (HH). It was noted HH had requested a Grant of Dispensations & Leave of Absence for 6 months due to ill health. This was unanimously agreed. ET to add to the February’s agenda for formal agreement. | ET |
| 3. | Approval of the Minutes of the Meeting held on Monday 20 October 2025. The minutes were approved as a correct record. | |
| 4. | Declarations of Interest: AH is Secretary and Trustee of LCSCCT. | |
| 5. | County Councillor Wendy Pattison – Northumberland County Council Update WP had previously circulated a report. Free Trees: NCC’s free tree scheme is back again with individual saplings and packs up for grabs. Businesses, residents, schools and community groups can apply. Once ordered, applicants will receive confirmation and details of their collection point prior to the pick-up date, with collection locations spread across the county. Visit https://www.northumberlandnetzero.uk/apply/free-trees Household Support Fund: Find out if you qualify for help with essential costs like energy, water, food, and other necessities. Telephone: 01670 620 015 (Monday to Thursday, 8:30am to 5pm and Friday, 8:30am to 4:30pm). Northumberland Small Business Service: a fully-funded service that delivers a range of business support services to ambitious innovators, creative thinkers and small and micro businesses across Northumberland. Visit: www.northumberland.gov.uk Doorstep Glass Recycling: WP confirmed a doorstep glass recycling would be introduced across the whole of Northumberland in approx. a years’ time Food waste collection would also be introduced in South East and Central Northumberland but it was not practical to introduce to North Northumberland at this moment in time. | |
| 6. | Inspections - Longhoughton Playing Field/Footpath: All ok. | |
| 7. | Matters Arising a) Budget and Precept 2026/27: AH circulated a draft budget for review. To be considered over the Christmas break with a decision made at the January meeting. b) Fixed Asset Check: All checks had been undertaken. ET to update Fixed Asset List. It was noted that the bus shelter in Boulmer needed some general maintenance – to be arranged with Multiutilis. It was also noted that a number of stobs needed replacing. After a discussion on stones v wooden stobs, it was agreed wooden stobs were best. WP to advise the contact details of the contractor who provided and installed the wooden stobs in another Parish under her Ward. | ALL WP |

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| | <p>c) PC Website/Email Address: The new Parish Council website is live and new email addresses had been circulated. Comms to stakeholders and an article to be included in the February Parish Newsletter to give the PC time to get logged on.</p> <p>d) 2026 Meeting Venues – agreed as follows: 19/01/26 – LCSCT, 16/02/26 – LCSCT, 16/03/26 - Howick, 20/04/26 – Boulmer, 18/05/26 – LCSCT, 15/06/26 – Howick, 20/07/26 – Boulmer, 21/09/26 – LCSCT, 19/10/26 – LCSCT and 16/11/26 – LCSCT.</p> <p>e) Abilitynet Update: CG gave an update. It was noted AH had organised CAN to do a similar update on the Digital Swtichover at a Thursday Together meeting on 20.11.25.</p> <p>f) Chair’s Matters Arising Paper (AH had been previously circulated a report)</p> <p>Safeguarding: Outstanding. AH to progress.</p> <p>Boulmer Car Park Planning Application: Paul Jones, Director NCC has given an explanation for the delay: the planning application requires further additional supporting information to be submitted to enable it to be considered including Biodiversity Net Gain requirements and mitigation plan to address any ecological impacts associated with the proposed development, detailed flood risk assessment and a robust evaluation of all potential options that have been considered in addition to the proposed development. NCC are currently in dialogue with their external consultancy partners who have assisted in pulling together the planning application and supporting information to agree the next steps. NCC apologies for the delay and promised to be back in touch in due course to advise on the proposed next steps to ensure that the PC is kept informed on the progress of the scheme.</p> <p>Boulmer Beach Car Park: Paul Jones, Director NCC has confirmed NCC are (still) in the final stages of agreeing the lease. NCC has agreed to take on the obligation of keeping the surface of the car park in reasonable order with immediate effect.</p> <p>Longhoughton Pavements: LR has assessed the state of the pavements in Longhoughton alongside the B1339 and reported a number of faults to NCC FixMyStreet.</p> <p>AMG Flu and COVID Vaccinations in Longhoughton: Paula Breen, General Manager of AMG has advised AMG will no longer be providing a Flu & COVID vaccination clinic at LCSCT due to lack of numbers. However, K-Chem are happy to deliver a Flu and COVID clinic to Parish residents in Autumn 2026 from LCSCT. It was agreed if organised, the PC would pay for the room hire.</p> <p>20mph Road Markings on Boulmer Road: This request from Julian Leathart has been reviewed by PM. It was agreed PM to contact N’bria Police for the stats on a recent Speedwatch session they undertook on Boulmer Road and to ask N’bria Police what they recommend to assist with speeding on this stretch of road.</p> <p>Emergency Plan for the Parish: AH advised the plan needs more detail adding. AH attended the on-line meeting with NCC on 30/10/25, which was very useful.</p> <p>Call for Sites: NCC has asked for a plan of each site showing the boundary. ET suggested the PC instruct the PC’s NDP planning professional Jo-Anne Garrick to create the plans.</p> <p>School Crossing Officer: AH confirmed this had been raised with the Head of the Primary School. Awaiting a response.</p> <p>Salt Bin for East Moor: It was agreed IK should propose a location for the grit bin which could be submitted to NCC to see if it passes their set of criteria.</p> <p>Gifts at Christmas: All PCs review the list of recipients and advise AH of any changes.</p> <p>NALC AGM: MN attended the meeting and highlighted the NALC website where advice, information, training, etc. can be found. He reported other PCs experience the same issues and concerns as Longhoughton.</p> | <p>ALL</p> <p>ET</p> <p>PM</p> <p>AH</p> <p>IK</p> <p>ALL</p> |
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| | <p>The King’s Award for Voluntary Service: AH advised that all volunteers of LCSCCT are recipients of this award. Longhoughton Parish Council, Longhoughton Rangers Football Club and the RAF Boulmer Beacon Centre are key partners. The presentation of the award will take place on 16/12/25 at 3pm. Following the presentation there will be refreshments. Congratulations were extended to all for an award well-deserved. At 9pm WP departed the meeting,</p> | |
| 8. | <p>Reports for Discussion (all reports had been previously circulated by AH/PB)</p> <p>a) Neighbourhood Plan Update: The referendum has been fixed for Thursday 22/01/26. NCC has now forwarded the finalised Plan and associated documents, which will be published on the Neighbourhood Plan website. Information on the referendum to be distributed to all residents in January, in agreement with NCC.</p> <p>b) Longhoughton Update: PB discussed suggestions on how the Afgan residents can be welcomed into our community. It was agreed a meeting was to be organised with Sarah Mitchell, NCC.</p> <p>Boulmer Update: no further updates.</p> <p>Howick Update: Mary Calam had reported to NCCFix MyStreet pot holes on Windyside Hill. Mary Calam had also highlighted the poor state of repair of the Bridge over Stamford Burn on PRoW 124/019. ET had advised that this had been reported to Phil Bradley in June 2022, February 2023 and June 2023. The delay had been due to prioritising the England Coast Path works. Phil Bradley had advised there had never been a PRoW crossing the water course, so in strict terms there is no obligation to provide one but agreed a link in the network would be useful. WP had suggested the PC contact Howick Estates or N’land Estates. It was agreed to wait for a response from Phil Bradley for clarity. To be reviewed again in January.</p> <p>c) Priorities Paper/PC Ways of Working: The PC agreed to review the list of priority projects and let AH know what items they would like to commit to.</p> | ALL |
| 9. | <p>Correspondence</p> <p>a) Paul Jones, NCC re Boulmer Car Parks – noted. See item 7f) above. b) NCC – Winter Preparedness 2025/26 - noted c) NCC - Thriving Together Newsletter Oct #2 and Nov #1 - noted d) NCC – Town & Parish Council Meeting – discussion notes 9/10/25- noted e) NCC – Elected Members Prevent Handbook/Prevent Induction Handbook - noted f) NALC Update – November - noted g) N’land Coast National Landscape – draft meeting notes 28/10/25 – noted h) Francis Lynch – Quarry Planning Application – comments noted i) Ben O’Connell – N’bria Healthcare NHS Trust – noted j) Robert Wackowsky – SS Peter & Paul – no action required. Contact made direct.</p> | |
| 10. | <p>Parish Financial Matters:</p> <p>a) LCSCCT (Room Hire AMG Prescriptions £72 / Quarry Mtg £22 / Police Mtg £11) - £105 - agreed b) Clerk (Nov Wages) - £479.42 - agreed c) Clerk (Dec Wages) - £479.22 - agreed d) HMRC (Nov £112.60 PAYE and £21.84 Employers NI) - £134.24 - agreed e) HMRC (Nov £112.60 PAYE and £21.84 Employers NI) - £134.44 – agreed f) Parish Online (website and Emails) - £458.40</p> | |
| 11. | <p>Plans:</p> <ul style="list-style-type: none"> 25/0434/CCMEIA – Longhoughton Quarry, NE66 3AE – NE extension to quarry to provide an additional 510,000 tonnes of whinstone and limestone. Planning application just received. Deadline 2/12/25. ET recommended that the PC appoint a planning professional to help review the application, draft the response and represent the PC at any planning meeting. ET suggested Jo-Anne Garrick as the | |

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| | PC already have an ongoing relationship via the NDP and through this there is an understanding of the area and the parish. AH/PB to contact Jo-Anne Garrick to see if she has the skills, knowledge and capacity to be appointed as professional advisor on a quarry planning application. ET had arranged for an extension with NCC until after a public meeting is held. AH to contact the quarry, applicant and NCC to organise a public meeting to discuss. | AH/PB |
| 12. | Matters for Information/Next Agenda: None | |
| 13. | Date of Next Meeting: No meeting in December. Next meeting 7.30pm - Monday 19 January 2026 – LCSCT Westfield Park | ALL |

The meeting ended at 10pm.

Chairman: _____ Date: _____