



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

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

**In attendance:** 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  
 LCSCT – Longhoughton Community & Sports Centre Trust; CAN – Community Action N’land;  
 LAA – Longhoughton Allotment Association; NCNL – N’land Coast National Landscape.

<b>Monthly Parish Council Meeting Minutes</b>		<b>Action</b>
<b>Members of the Public – Questions: No members of the public in attendance.</b>		
1.	<b>Apologies for Absence:</b> Cllrs Calam (MC), Horsley (HH), Knox (IK) and Nicholls (MN).	
2.	<b>Approval of the Minutes of the Meeting held on Monday 17 November 2025.</b> The minutes were approved as a correct record.	
3.	<b>Declarations of Interest:</b> AH is Secretary and Trustee of LCSCT. <b>Grant of Dispensations &amp; Leave of Absence:</b> HH’s request for a grant of dispensation & leave of absence for 6 months due to ill health was unanimously agreed.	
4.	<b>County Councillor Wendy Pattison – Northumberland County Council Update</b> WP had previously circulated a report. <b>Winter Gritting:</b> NCC schedule gritting when weather forecasts indicate the temp will drop to 0°C or below, when conditions suggest a risk of ice, frost, or other hazardous surfaces forming on the network. It takes 3 hours to cover all of Northumberland. NCC aims to have busy routes gritted by 8am. Routine gritting takes place on a network of 28 main routes. NCC also grits busy footpaths, car parks and shopping areas during persistent icy conditions. Grit bins and heaps are available, where routine gritting doesn’t happen, such as: selected steep hills, verges, sharp bends, near steps. This grit can be used to clear snow and ice from roads and pavements around your home. It should not be used on private property. More information on our winter services is available at: <a href="https://nland.cc/winter-services">https://nland.cc/winter-services</a> <b>Digital Skills in Libraries:</b> NCC will deliver a programme to improve digital skills and boost confidence in AI in all our libraries in March 2026 to support digital inclusion. <b>Library Review:</b> NCC will undertake a review of library provision including the mobile libraries. The review will take place February-March and all are encouraged to take part. It was suggested that including provision on the mobile libraries of the delivery of services such as digital upskilling (as above), Citizen Advice Bureau services, help with the digital switchover and provision of NCC customer service advice would greatly improve and expand the service and be invaluable to rural communities.	
5.	<b>Inspections - Longhoughton Playing Field/Footpath:</b> AH reported all ok.	
6.	<b>Matters Arising</b> <b>a) Budget and Precept 2026/27:</b> AH circulated a draft budget for review. It was agreed to raise the precept by 4% to cover inflation to £30,657. Proposed CG, 2 <sup>nd</sup> PB. All agreed. It was agreed that the NDP should form the basis of a number of projects for the parish. PB confirmed he was happy to lead on this and put together a briefing paper and suggested direction of travel for the PC to be consider. The need for a reserve policy was debated. ET to seek advice from NALC if there is any guidance on holding reserves. PB to also check access to online banking and it was noted a 3 <sup>rd</sup> signatory was required. HH had volunteered – to be followed up. <b>b) Chair’s Matters Arising Paper</b> (AH had previously circulated a report) <b>Safeguarding:</b> Still Outstanding. <b>Boulmer Car Park Planning Application:</b> No further progress reported.	<b>ET</b>  <b>PB</b> <b>AH/ET</b>

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<p><b>Boulmer Beach Car Park:</b> No further updates; handover of the lease is still outstanding. There are no signs of ticketing machinery being installed by NCC. The surface of the car park is breaking up and some large ponds are forming. NCC had been notified and Paul Jones from NCC had confirmed in an email dated 7/11/25 that NCC would “undertake some maintenance activity at the car park to improve its condition in advance of the lease being formally executed.” A meeting to be arranged with County Cllr Mark Mather, NCC Cabinet Member for Highways to discuss.</p> <p><b>State of the Longhoughton Pavements:</b> LR confirmed all defects had been report on NCC FixMy Street. LR to circulate her report to the PC for information.</p> <p><b>AMG Flu and COVID Vaccinations in Longhoughton:</b> AH has spoken to K-Chem who are happy to deliver a COVID / Flu clinic to our residents next autumn at LCSCT.</p> <p><b>20mph road markings on Boulmer Road:</b> Actions, if any, still to be confirmed.</p> <p><b>Emergency Plan for the Parish:</b> In progress but needs more detail/further review.</p> <p><b>Call for Sites:</b> NCC asked for a plan of each site showing the boundary. Outstanding.</p> <p><b>Safeguarding Policy:</b> Outstanding.</p> <p><b>School Crossing Officer:</b> NCC accepted that there is a vacancy and interested residents were able to submit their applications. Hopefully recruitment is imminent.</p> <p><b>Salt Bin for East Moor:</b> Outstanding</p> <p><b>Gifts at Christmas:</b> 62 gifts were delivered to qualifying residents. There may be some residents that have been missed. If you know of any please let AH know their name and address for next year. A huge thanks to everyone involved in funding, sourcing or delivering these gifts. Without exception, recipients were very pleased to receive them.</p> <p><b>Meeting with David Smith MP:</b> Re-scheduled to Friday 13 March 2026 at 11.00am.</p> <p><b>Longhoughton Community Fete 2026:</b> The first meeting of the Organising Committee took place on 12/1/26. The event will be re-named “Longhoughton Feast” and will take place from 11am-4pm on Saturday 11 July 2026. It was noted a 2<sup>nd</sup> large marquee was required. It was agreed the PC was, in principle, agreeable to offering a grant to purchase a 2<sup>nd</sup> marquee. AH to get a quote for the next meeting. The marquee to only be used for this or other organised community events.</p> <p><b>Police Liaison Meeting:</b> Took place on 12/1/26. No major issues and notes circulated</p> <p><b>RAF Liaison Meeting:</b> Took place on 28/11/25 and notes circulated.</p> <p><b>King’s Award for Voluntary Service:</b> The nomination made it clear that LCSCT, PC, RAF Beacon and the Longhoughton Rangers Football Club are key partners of the Trust and the volunteers associated with these organisations are included in the award.</p> <p><b>Howick Road Surface:</b> The road through the trees is still very bad with multiple patching of pot-holes and is the main access road to the Howick Estate which is a significant tourist attraction in Northumberland. WP reported on NCC FixMyStreet.</p> <p><b>Bridge over the Stamford Burn:</b> AH had written to David Baring about this bridge and a number of other issues but have not yet received a response. It was noted that the bridge is the responsibility of Howick Estates but that it is on private property and not a PRoW. PB to check out the correct nearest public footpath to check its walkable.</p> <p><b>N’land Coast National Landscape Management Plan:</b> NCC has approved the plan.</p> <p><b>NHS Health Checks:</b> Free health checks for people between the ages of 40 and 74 will take place on 20/1/26 between 4pm-7pm at LCSCT.</p> <p><b>Remembrance Day Poppies:</b> On behalf of the PC, AH and Paul Eccleston erected the poppies on the monument across from the Church and attended the Remembrance Day Service and placed a wreath to commemorate the dead of both World Wars.</p> <p><b>Thursday Together:</b> The current programme runs from November-March with an average attendance between 20-30. The sessions are open to everyone and a soup lunch, provided by the five teams of volunteers, is free of charge to all attending.</p> <p><b>Longhoughton Wellbeing Walks:</b> The walks are approximately 1 hour and go at the pace of the slowest. Average attendance is 5-6 people. Each walk is led by a trained</p>	<p>ET/AH/PB</p> <p>LR</p> <p>PB</p>
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	<p>leader. They start at 11.00am at the LCSCT Car Park.</p> <p><b>Christmas Parties:</b> Thanks are due to the Tynedale Roadstone limited (Longhoughton Quarry) for their financial help and gifts that enable a range of Christmas activities to go ahead. Tynedale Roadstone made a contribution and gifts to the Children’s Party, the Community Lunch including gift bags for all who attended, the Thursday Together lunch and the Gifts for the sick and elderly. This support is very much appreciated.</p> <p><b>Longhoughton Quarry Planning Application:</b> A Public Meeting was held on 4/12/25 attended by over 50 residents, representatives Planning Applicant and the Quarry Manager. The applicants made a presentation on their application, followed by a general discussion at which residents were able to express their views and ask questions. Jo-Anne Garrick, appointed by the PC to help compile the PCs response, was present and subsequently produced a draft response which was circulated to the PC and Quarries Liaison Group for consideration before submission.</p> <p><b>St John Ambulance:</b> St John Ambulance launched an initiative to teach life-saving skills to villagers with the aim of having a trained life saver on each street. Longhoughton was selected for the trial and sessions will take place in February at LCSCT. AH to enquire about future campaigns and collaboration.</p> <p><b>Fixed Asset Check:</b> Partially complete. See below:          Boulmer – Adrian – incomplete. AH had previously flagged the bus shelter in Boulmer needed general maintenance (details to be confirmed) and that a number of stobs needed replacing. AH to make enquiries about a suitable contractor.          Howick – Ian/Mary - complete          Longhoughton Litter and dog bins – Carol - complete          Longhoughton Allotment car park, MOD owned seats and grit bins - Laura - complete          Longhoughton Non-MOD owned seats and grit bins - Michael - complete          Longhoughton Village Sculpture and Bus Shelters – Hannah - incomplete          Longhoughton Community Gardener Assets - Peter B - complete          Longhoughton Noticeboards and VMS signs - Peter M – complete</p> <p><b>PC Website/Email Address:</b> The new PC website is live currently running in conjunction with the old website until it goes offline at the end of March. PB to liaise with Chris Thomas about content on the new website; ET confirmed Parish Online transferred all the information over to the new website, it just needs a clarity check. All PC to ensure they are able to log onto their new email addresses. ET flagged issues using the Parish Online admin panel to resolve issues like forgotten passwords and new email addresses due to complications having more than one email account (Lesbury and Longhoughton). The advice from Parish Online was that separate laptops should be used for each account for each PC. It was agreed in principle that the PC should a purchase a laptop for clerk use. ET to review new laptop options. It was agreed to hold off notifying stakeholders (including an article in the Parish Newsletter) until all issues were resolved and both website and email addresses were fully functional.</p>	<p>AH</p> <p>AH</p> <p>PB</p> <p>ALL</p> <p>ET</p>
<p>7.</p>	<p><b>Reports for Discussion</b> (all reports had been previously circulated by AH/PB)</p> <p><b>a) Neighbourhood Plan Update:</b>          The referendum takes place on 22/1/26. The finalised Plan and associated documents are published on the Neighbourhood Plan website. An 8 page booklet setting out some background to the Plan and all twelve policies was delivered to all homes throughout the Parish at the beginning of January. Face to Face presentations of the key points from the plan have been organised on various dates throughout January in the lead up to 22/1/26.</p> <p><b>b) Longhoughton Update:</b> no further updates</p> <p><b>Boulmer Update:</b> AH reported a request for a grit bin in Boulmer had been received. It was agreed that grit bins were intended for public areas only (highways and footpaths) and not private drives. For criteria for grit bins see item 4 above. The</p>	

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	<p>PC was of the opinion that the request would not meet the NCC criteria. AH also requested permission to purchase a new sign for outside the public toilets where residents of 1-4 Beach View park their cars. Sign to read "Parish Council Property. Parking for residents of 1-4 Beach View only". This was agreed.</p> <p><b>Howick Update:</b> no further updates.</p> <p><b>c) Priorities Paper/PC Ways of Working:</b> AH ran through the paper and a number of PC names were added to the list of projects.</p>	<p><b>AH</b></p> <p><b>ALL</b></p>
<b>8.</b>	<p><b>Correspondence</b></p> <p>a) NCC - N'land Design Code – CORRECTION - noted</p> <p>b) NCC - Notice of Consultation – renewal of Public Spaces Protection Orders - noted</p> <p>c) NCC - Community Governance Review (CCR) – noted</p> <p>d) NCC - Thriving Together Newsletter Nov #2, Dec #1 and Jan #1 - noted</p> <p>e) NCC - Community Resilience Forums – noted. See item 5b) Emergency Plan above.</p> <p>f) NCC - 2026-27 Revised Tax Base - noted</p> <p>g) NCC - Town &amp; Parish Council Conference – 5 March 2026 – AH/MC to attend</p> <p>h) NALC – December and January Updates - noted</p> <p>i) Martin Macnamara – Complaint about Howick re-surfacing works – noted/reported.</p> <p>j) Simon Jarvis – Neighbourhood Plan – noted and AH responded.</p> <p>k) Chris Thomas – Thank You – noted</p> <p>l) Trek 26 Northumberland – Alzheimer's Walk 18/7/26 – noted</p> <p>m) Alnwick Medical Group – PPG Patient Newsletter – noted</p> <p>n) Longhoughton Allotment Association – confirmation of insurance – noted</p> <p>o) Longhoughton Community Gardeners – notification of additional fixed assets to add to PC Fixed Asset List (shed, arch, benches, etc). - noted</p>	
<b>9.</b>	<p><b>Parish Financial Matters:</b></p> <p>a) NCC (Cutting of Longhoughton Playing Field edges and hedge) - £1,116.28 - PAID</p> <p>b) NCC (3 Extra Grass Cuts in March and October) - £1,014.85 - PAID</p> <p>c) Chris Thomas (Reimbursement of Software costs of Newsletter) - £569.76 - PAID</p> <p>d) LCSCT (Room Hire AMG Nov £64/Dec £64/RAF Meeting £8/Quarry Planning Meeting £30 and Police Meeting £15) - £181 - agreed</p> <p>e) Clerk (Jan Wages) - £479.42 - agreed</p> <p>f) HMRC (Jan £112.40 PAYE and £21.84 Employers NI) - £134.24 - agreed</p> <p>g) Northumberland Accountants (Payroll) - £60 - agreed</p> <p>h) Jo-Anne Garrick (Fees re Quarry Planning Application) - £1,200 - agreed</p> <p>i) Adrian Hinchcliffe (Neighbourhood Plan Costs) - £40.15 - agreed</p> <p>j) Clerk (Microsoft Annual Subs) - £19.99 – agreed</p> <p>k) LCSCT (Grant - Kids Easter Party) - £150 - agreed</p> <p>l) Mysoft Office Management (NDP Website hosting) - £240 - agreed</p> <p>m) Grant Applications: CAB and GNAA – postponed to February meeting.</p>	
<b>10.</b>	<p><b>Plans:</b></p> <ul style="list-style-type: none"> <li>• 25/0434/CCMEIA – NE extension to quarry to provide an additional 510,000 tonnes of whinstone and limestone – Longhoughton Quarry, NE66 3AE - objection</li> <li>• 25/04380/LBC – Demolish store within yard area and infill yard to form single storey extension to rear - School House, Widows Row, Howick, NE66 3LE – no objection</li> <li>• 25/04249/FUL - Erection of replacement infrastructure - RAF Boulmer – no objection</li> <li>• 25/04648/FUL - Extension existing dwelling - Elder Grove, NE66 3FE – no objection</li> <li>• 25/04698/VARYCO – Variation of condition 2 (approved plans) - Braemar Beach View, Boulmer, NE66 3BW – no objection</li> </ul>	
<b>11.</b>	<p><b>Matters for Information/Next Agenda:</b> None</p>	
<b>12.</b>	<p><b>Date of Next Meeting:</b> 7.30pm - Monday 16 February 2026 – LCSCT Westfield Park</p>	<p><b>ALL</b></p>

The meeting ended at 9.50pm.

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