



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), Calam (MC), Green (CG), Knox (IK) McEwen (PM) and Nicholls (MN).

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.

Monthly Parish Council Meeting Minutes		Action
Members of the Public – Questions: No members of the public in attendance.		
1.	Apologies for Absence: Cllrs Horsley (HH) and Rowberry (LR) (Parish Councillor and RAF Representative).	
2.	Approval of the Minutes of the Meeting held on Monday 19 January 2026. The minutes were approved as a correct record.	
3.	Declarations of Interest: AH is Secretary and Trustee of LCSCT.	
4.	<p>County Councillor Wendy Pattison – Northumberland County Council Update WP had previously circulated a report.</p> <p>Library Review: NCC Library Review will take place from 16/2/26 until 13/4/26 and all are encouraged to take part. It is suggested that the frequency the mobile library visits local villages is increased to every 6 weeks instead of every 3 weeks. If this is agreed, WP advised at least residents may be able to take out up to 20 library books per visit.</p> <p>Pot Holes: NCC highways teams are carrying out repairs in response to this recent rise in road defects, caused by the prolonged spell of poor weather. Road temperatures have fallen to as low as minus 10 degrees in recent weeks, and these extreme conditions have accelerated deterioration of the road surface, resulting in an increase in potholes across some parts of the network. Inspectors are travelling the county’s 5,000kms of roads to identify issues, prioritise the most serious problems and ensure repair works are targeted where they are most needed. Latest figures show around 1,100 potholes reported in January compared to a monthly average of 365 reports last year. Despite the weather, teams are completing around 500 pothole repairs per week.</p> <p>Dog Walkers: Dog walkers in Northumberland are being limited to walking 6 dogs at a time in public areas. The new ruling effective from 31/1/26 is designed to improve public safety and dog control, following concerns of large, uncontrollable groups of dogs.</p> <p>Alnwick Bus Station: Planning approval is now being sought for the first phase of the transformation of Alnwick Bus Station into a welcoming, safe and accessible transport hub for the town. Subject to approval, works are planned to begin this Summer 2026.</p> <p>Appeal for Foster Carers: NCC has issuing an urgent call for anyone considering fostering to contact them, as a growing shortage leaves children in need of safe, loving homes. If anyone could provide a home to a child in the North East, whether for temporary, short stay or long-term stays, please contact NCC. To find out more about fostering and how you could make a life-changing difference, visit: https://www.northumberland.gov.uk/foster/foster-with-northumberland</p>	
5.	Inspections - Longhoughton Playing Field/Footpath: CG and AH reported all ok.	
6.	<p>Matters Arising</p> <p>a) Chair’s Matters Arising Paper (AH had previously circulated a report)</p> <p>Safeguarding: Still Outstanding.</p> <p>Boulmer Car Park Planning Application: See agenda item 6c).</p> <p>Boulmer Beach Car Park: At the meeting with NCC representatives on 6/2/26 the issue of the existing Boulmer Beach Car Park was discussed. NCC confirmed the</p>	

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	<p>lease has now been received back from N'land Estates and was being considered by NCC. Until the lease was signed N'land Estates have advised NCC they could not do any work on site. It was pointed out that there are now substantial potholes near the entrance to the car park that need dealing with. The PC had received an email from Paul Jones on 7/11/25 saying that NCC would take responsibility for the surface before taking over the car park. This was denied by the NCC representatives. Subsequent to the meeting, the email of 7/11/25 was sent to Mark Mather and copied to Paul Jones. AH advised a further email had been received from Paul Jones today (16/2/26) giving an update on the application for the new car park next to Boulmer Memorial Hall, an update on Beach Car Park lease and the desire for consideration of other on-street parking measures in the village. It was noted that the Beach Car Park lease should be completed in 3-4 weeks' time. The poor current condition of the car park was noted by NCC but that works could not be carried out to regrade the surface of the parking area until w/c 2 March or w/c 9 March. After discussion about liability for any damage to cars arising from the pot holes whilst the lease agreement is finalised, it was agreed ET to write to NCC to flag grave concern about the state of the car park surface, liability for any damage incurred by users and to request that NCC send their team to the car park with some form of protection for users of the car park until re-surfacing works can be carried out in March and to flag that this was urgent as the pot holes were extensive.</p> <p>State of the Longhoughton Pavements: LR previously confirmed all defects had been reported on NCC FixMy Street. LR to circulate her report for information.</p> <p>AMG Flu/COVID Vaccinations: AH to arrange a meeting with K-Chem.</p> <p>20mph road markings on Boulmer Road: Actions, if any, still to be confirmed.</p> <p>Emergency Plan for the Parish: In progress but needs more detail/further review.</p> <p>NCC Call for Sites: A plan of each site showing the boundary remains outstanding.</p> <p>School Crossing Officer: With NCC to progress the recruitment.</p> <p>Salt Bin for East Moor: Outstanding</p> <p>Meeting with David Smith MP: Re-scheduled to Friday 13 March 2026 at 11.00am.</p> <p>Longhoughton Feast 2026: The PC's offer to purchase a marquee is gratefully received. Marquee spec is being considered. Committee next meet on 23/2/26.</p> <p>Police Liaison Meeting: Next meeting 13/5/26.</p> <p>RAF Liaison Meeting: Next meeting 13/3/26.</p> <p>Howick Road Surface: Graham Bucknell of NCC Highways advised in an email of 2/2/26 that Howick road surfacing is on the 26/27 LTP. It hadn't been ratified by NCC but he was confident Howick Road will still be included. Works won't be done before Easter 2026 as the team are fully committed to completing the 25/26 programme but will be prioritised and completed as early as possible in the 26/27 financial year.</p> <p>Bridge over the Stamford Burn: David Baring has responded to say that he has asked his new Estate Director, Richard Gledson to look at the bridge issue. With regard to the costs that the Estate incurred in doing the Boulmer Meadow, they will utilise the income from the car park at Sugar Sands to cover the costs as part of their charitable works. David Baring also mentioned that the planning permissions have been received to tidy up the Sugar Sands car park infrastructure to make it all more aesthetic and he hopes they can get the work done over the spring.</p> <p>NHS Health Checks: 3 people attended the free health checks on 20/1/26.</p> <p>Thursday Together: 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>Longhoughton Wellbeing Walks: Walks are approx 1 hour and at the pace of the slowest. Average attendance is 5-6 people. Walks are led by a trained leader. They start at 11.00am at the LCSCT Car Park.</p>	<p>ET</p> <p>LR</p> <p>ALL ET</p>
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<p>Longhoughton Quarry Planning Application: No further updates.</p> <p>b) PC Website/Email Address: The new PC website is now live and running in conjunction with the old website until it goes offline at the end of March. ET had spent considerable time with Chris Thomas updating the content on the new website. ET confirmed Parish Online had transferred all the information to the new website and content had been given a clarity check. The issues accessing the Parish Online admin panel had been resolved with the purchase of a separate PC laptop. It was agreed PB and Chris Thomas to be given access to the website admin panel. All PC to ensure they are able to log onto their new email addresses. ET to now notify all stakeholders (inc an article in the Parish Newsletter) of the new website and email address details. It was agreed to compensate ET for the extra hours put in sorting this out.</p> <p>c) Car Park Proposal at Boulmer Memorial Hall: (AH had previously circulated a report) AH confirmed that AH, PB, CG and WP attended a meeting with Paul Jones and Mark Mather of NCC alongside Nancy Robinson and Helen Ashworth of Boulmer Memorial Hall on 6/2/26. At the meeting NCC advised as follows: NCC had submitted a planning application for the proposed car park in July 2025. The application was validated by the Planning Department and was rejected for the lack of the following essential information: ornithological survey, flood risk assessment, habitats regulations assessment, alternative sites for the car park and parking information. NCC obtained a quote for the survey work and the quotation given was £85,000. NCC needs to find savings of £26,000,000 for the year, and so a very rigid budgeting exercise was carried out to exclude those projects that gave least value. This project was identified as one that gave poor value and a further issue was that a provisional figure for the construction of the car park was £275,000 and there was no budget for it. For these reasons the project had been taken out of budget and no further work would be done on it. AH advised a further email had been received from Paul Jones today (16/2/26) giving an update on the application for the new car park next to Boulmer Memorial Hall, an update on Beach Car Park lease and the desire for consideration of other on-street parking measures in the village. It was agreed a note should be issued to Boulmer residents to update them. It was also agreed the PC should respond to Paul Jones to note with regret that the application would not be progressed but to take NCC up on their offer to review disabled parking next to the hall, undertake a detailed review of parking in the village and bring forward and implement recommendations following this review in a reasonable timescale.</p> <p>d) Suggested Reserves Policy: (AH had previously circulated a report): The proposal is the PC holds cash reserves as follows: General Reserve: a general reserve of cash will be held to support unexpected expenditure which could arise in excess of the budget for the year. The guidance from NALC is the level of reserve should be 3-12 months annual expenditure. Specific Reserves: specific reserves of cash will be held for known specific purposes such as potential projects or specific risks, such as the need for an election. Each specific reserve should be named and there should be an outline project description, likely timescale and an estimate of the amount needed for the project. It is possible that the estimates may be somewhat unclear due to the lack of a detailed project plan at an early stage of development. Specific reserves for projects are essential to enable a project to move forward to delivery once more detail is known and better estimates produced, otherwise the PC may find that it cannot move forward on the project due to the lack of finance. Where projects become fully known through a Project Plan, even if that is for an initial phase, the project can be included in the Annual Budget and the amount of funding set aside for it can also be transferred.</p>	<p>ET ALL ET</p>
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	<p>The adequacy of the General Reserve and each Specific Reserve will be reviewed at each financial year end. The proposal for a reserves policy was agreed by all.</p>	
<p>7.</p>	<p>Reports for Discussion (all reports had been previously circulated by AH/PB)</p> <p>a) Neighbourhood Plan Update: The count of votes for the referendum took place at the LCSCT on 22/1/26. The result of votes cast at Boulmer, Howick and Longhoughton was: Voting YES in favour of the Plan 244 (83.28%) Voting NO against the Plan 49 (16.72%) In total 293 votes were cast which is 22.29% of the electorate. The Plan is therefore approved and will now move to the next stage of implementation which is adoption by the NCC, likely to be completed by 20/2/26. Thanks were extended to everyone involved for all the hard work and support that has been given for the development of the Plan over the last 8 years.</p> <p>b) Longhoughton Update: Lacey Street: An anonymous complaint about parking on the grass verges on Lacey Street had been made to AH. This was causing an unsightly mess of the grass verges. WP reminded the PC that Richard McKenzie from NCC Highways had previously advised that installing grasscrete or tarmacking over the grassed areas to protect the grass verges and allow better parking was not a suitable LTP request. It was agreed the PC had no jurisdiction and that as NCC were responsible for the verges, any complaint should be made direct to NCC. Longhoughton School Green: (AH had previously circulated a report) The School Green car park and broken stone monument (located opposite St Peter & St Paul's Church in Longhoughton) has existed for many years. There is now a need to identify the ownership of the car park and the 2 access roads, which are prone to the development of potholes. The sculpture is listed in the PC's fixed assets and the PC has a lease from N'land Estates for the car park area only. The ownership of the southern access road is Longhoughton Hall but ownership of the northern access road is unknown. Longhoughton Hall had been repairing the potholes on the southern access road but after 6 years have suggested clarification should be obtained on ownership/responsibility for both access roads. It was agreed the PC to contact NCC Highways to enquire if they have adopted the northern access road. Boulmer Update: no further updates. Howick Update: no further updates.</p> <p>c) Speedwatch: PM advised following a meeting with N'bria Police, the police now recognise the Speedwatch Programme (and in particular training of volunteers) is broken. They are looking at ways to rectify that problem but future training dates for volunteers remains unknown. One village in N'land has bodycams rather than speedguns which could be a better future solution as they require less paperwork and require no calibration. Our Speedwatch team comprises 2 members as other volunteers are waiting to be trained.</p> <p>d) Neighbourhood Plan Action List: (AH had previously circulated a report) There are 39 actions, which the PC is actively progressing.</p> <p>e) Priorities Paper/PC Ways of Working: This includes some of the actions listed on Neighbourhood Plan Action List and all other actions that the PC is pursuing. CG to be added to Xmas Gifts and IK offered help with the SS Peter & Paul projects. AH had previously circulated a proposal to the PC for a 50th Newsletter Celebration edition which would be a bumper 12 page edition with the extra pages being used to re-print past articles, historical photos and run a poetry and photo competition. Prizes to cost £100 total and the additional pages an extra £90 in printing costs. All agreed. AH advised the Priorities Paper to be reviewed every meeting going forwards.</p>	<p>AH</p> <p>ALL</p> <p>ET/AH/PB</p>

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8.	Correspondence a) Stage One Community Governance Review Public Consultation - noted b) NCC - Thriving Together Newsletter Jan #2 and Feb #1 - noted c) NCC – N’land News – 6 February 2026 - noted d) NCC – Environment & Climate Fund - noted e) N’land Coast National Landscape – Partnership Meeting – 25/2/26 – noted f) NCC Library Service Consultation – noted g) Paul Jones NCC – Boulmer Car Parks – noted and discussed in 6a) and 6b) above.	
9.	Parish Financial Matters: a) Clerk (Laptop and Microsoft 365) - £691.94 – PAID - noted b) Boulmer Memorial Hall (Annual Insurance) - £491.87 – agreed. AH asked it to be noted this is a grant and that it should be acknowledged/recorded in their accounts). c) Forvis Mazars (External Audit) - £252 - agreed d) Clerk (Feb Wages) - £479.22 - agreed e) HMRC (Feb £112.40 PAYE and £21.84 Employers NI) - £134.44 - agreed f) Shiel & Morrison (Newsletter) - £287 - agreed g) LCSCT (Room Hire NDP) - £26 – agreed h) CBS World (Stationery) - £45.54 - agreed i) The following Grant Applications were universally agreed: Citizen Advice Northumberland (£100), Great North Air Ambulance (£100), Longhoughton Scouts (£400), Longhoughton Heritage Group (£180) – SS Peter & Paul (£1,000).	
10.	Plans: • 26/00171/FUL – proposed single storey outbuilding for garden office/shed - Bradys Cottage, Seaton Point Steading, Boulmer, NE66 3BH – no objections.	
11.	Matters for Information/Next Agenda: None	
12.	Date of Next Meeting: 7.30pm - Monday 16 March 2026 – Howick Village Hall	ALL

The meeting ended at 9.45pm.

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