Mitford Parish Council

Draft Annual Meeting Minutes held on Wednesday 20th May 2026

At 7.30pm in Mitford Village Hall

Present:

Councillors: M Sharp (Chairman)
Ted Rodger
Eric Dodd
Carole Burn

Clerk: Dee Smith

Apologies: Matt Skillen
Michael Jeans

Northumberland County Councillor Glen Sanderson was also in attendance.

1/26 Election of Chairman 2026/2027

Proposals for Chairman for the forthcoming year were invited.

Councillor Sharp was proposed by Councillor Rodger and seconded by Councillor Dodd. The vote was unanimous.

The Declaration of Acceptance was duly signed.

2/26 Election of Vice Chairman for 2026/27

Proposals for Vice Chairman for the forthcoming year were invited.

Councillor Rodger was proposed by Councillor Sharp and seconded by Councillor Dodd. The vote was unanimous.

3/26 Declarations of Interest

Councillor Rodger declared a personal interest in agenda item 18: Village Hall – Trustee,

4/26 Public Participation Time

There were no public present or public questions on this occasion.

5/26 County Councillor Update

There was no update at this meeting. Councillor Sanderson gave a report to the Annual Assembly.

6/26 Police Update

There was no update on this occasion.

7/26 Minutes of the Meeting held on Wednesday 18th March 2026

Members were asked to approve the above minutes.

RESOLVED

That the minutes of 18th March 2026, a copy of which has been circulated to each member, be approved and signed as a correct record by the Chairman.

8/26 Any matters Arising from Previous Council Meetings

Min 99/25 (91/25) – Memorial Benches

Councillor Sharp advised members both benches have been installed, and the dedication took place today.

RESOLVED

Information duly noted.

09/26 Financial Matters

(i) Year End Accounts for 2025/26

Members were asked to scrutinise and approve the following documents in relation to the Annual Governance and Accountability Return (AGAR) 2025/26.

a. Annual Internal Audit Report
b. Section 1 – Annual Governance Statement
c. Draft Accounts for 2025/26
d. Section 2 – Accounting Statement & Explanation of Variances
e. Certificate of Exemption

RESOLVED

Members approved all the above.

(ii) Insurance

Members were asked to approve the insurance quotation for 2026/27 with Zurich insurance for £426.93.

RESOLVED

Members approved the above quotation.

To add the two new memorial benches to the insurance and asset list.

10/26 Parish Issues

(i) Update on Riverbank

Councillor Sharp give an update on the landslip at the rear of the Mitford allotment. Black poplar has been planted behind the willow. It is a native tree, likes damp conditions and has an aggressive root system. Tree hinging is about to take place which should direct the current away from the erosion site.

Councillor Sharp has been in touch with Eco North again to get a quotation for design and management of permits for a willow spiling scheme behind the allotment. Councillor Sharp has also contacted a specialist at the Environmental Agency who deals with nature-based remediation for erosion, and has asked him apart from Eco North, what other companies in the northeast have a speciality in willow spiling.

At this time, there is no idea of the total costs but probably looking at £15,000 to £20,000 for the design, permitting and management of the river and there should be a provision of £25,000, implementing in the next three to four years. Grant funding will also be sought.

RESOLVED

To transfer £3000 from the Warm Hub earmarked reserve and £2000 from the general reserve to Riverbank Remediation earmarked reserve.

(ii) Update on the Bus Shelter

Members were advised that there was no update on the bus shelter and we are waiting for the funding to be released.

RESOLVED

Information duly noted

11/26 Town & Country Planning Act 1990

There were no planning applications to consider on this occasion.

12/26 Morpeth Neighbourhood Plan Review

Members were advised that at the last Steering Group meeting the Town Clerk from Alnwick Town Council attended as they are further through the process and to share their experience. Alnwick Town Council appointed a consultant to scope the existing plan and advise on what needed changing, particularly regarding changes to planning laws. Whatever is in the Local Plan cannot be contradicted in the Neighbourhood Plan.

The Steering Group has agreed to follow the Alnwick Town Council model and changed their scope of work document to recruit a consultant to fit the Morpeth Neighbourhood Plan. There is no financial commitment at this stage. Approval for the recruitment of a consultant will come back to the Parish Council.

RESOLVED

To approve the Scoping the Review and Preparing a Review Project Plan, Consultant's Brief document.

13/26 Highways

(i) Update on Speed Strips – Mitford Village

Members were advised that due to the 30-mph limit moving with the new gateway feature, speed strips are no longer needed.

RESOLVED

Information duly noted.

(ii) Update on Land Slippage B6343 (Abbey Mills)

Members were advised that work looks to be ahead of time. Once the work is completed, repair work needs to be carried out on St Leonard's Lane and the Mitford Steads roads.

RESOLVED

Information duly noted.

(iii) Update on Gateway Features

The Clerk advised members that no response has been received from Northumberland County Council Highways regarding timescales for the agreed gateway feature in Mitford.

RESOLVED

To chase up the timescales for the Mitford Scheme.

To chase up the installation of a SID in Tranwell Woods.

14/26 Village Hall

Councillor Rodger advised members that there is lots going on at the village hall with various events taking place.

The solar panels project has been finalised and this has reduced the usage from the grid by two-thirds. There are a couple of issues with the distribution

boards which are being looked at. Work on the generator enclosure has started today and materials have been delivered.

The village hall committee are looking at accessibility, and they have a quotation for a new wider door and ramp. Repairs also need to be done on the flat roof, and they are waiting on quotations and looking for funding. The energy supplier has also been changed and savings are being made.

RESOLVED

Information duly noted.

15/26 The Village Warden & Other Environmental Matters

Councillor Sharp reported that the two memorial benches were installed and an excellent job was done.

RESOLVED

Information duly noted.

16/26 The Parish Council Website

Councillor Dodd advised that the website is up to date and fully compliant.

RESOLVED

Information duly noted.

17/26 Any Other Urgent Business

There was no other urgent business on this occasion.

18/26 Time and Date of Next Meeting

The next meeting will take place on Wednesday 1st July 2026, 7.30pm in the Village Hall.