

WIDDRINGTON STATION & STOBWOOD PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD AT THE COMMUNITY CENTRE ON MONDAY 10TH June, 2019 COMMENCING AT 6.30. P.M.

In attendance were Councillors Mrs S Willoughby (Chair), K Batson, D Baron, G Tate.

R A Smith (Parish Clerk).

Police Constable Andrea Teasdale

Two members of the Public

1. To receive apologies for absence

NCC Cllr David Towns and Scott Dickinson

2. To receive declarations of interest

Cllr Batson declared a non-pecuniary interest in regard to any matters relating to the Stobswood Welfare.

3. To receive questions and comments from members of the public (time limited to 20 minutes in total)

Police Constable Andrea Teasdale reported that the incidence of crime had been low during the month. There had been an incident involving an escaped snake in the Sanderson Terrace area. Any incident can be reported to her via the Parish Council. Cllr Mrs Willoughby thanked PC Teasdale for her attendance.

4. Minutes of the Annual Parish Council Meeting held on the 13th May for approval and adoption

Cllr Batson proposed to approve and adopt the minutes. The proposal was seconded by Cllr Baron and carried.

5. Matters arising on the Minutes

(Minute 14iv page 4) In regard to the new seats at Grange Road and the Queen's Jubilee Seat Ian Watson local painter had offered to carrying out oiling the seats. He already oiled the Village Garden Memorial Seat.

6. Reports from Outside Bodies.

none

7. Correspondance Received

a) The Clerk reported that following the Parish Council's decision to proceed **with** arrangements for the installation of a defibrillator at Stobswood he had contacted BT in regard to the purchase of an old-style public telephone box to house the defibrillator. The offer was for £1.00 but was only in regard to existing public telephone boxes to retain the location not for purchasing a box for a desired location.

Notification had been received from the NCC Ward Member for Stobswood Cllr David Towns giving his support to the project although this currently does not include confirmation of finance.

b) Northumberland Local Plan – Information received from Rob Murfin NCC Director of Planning advising that on the 29th May, 2019 Northumberland County Council submitted the Local Plan to the Secretary State for Housing, Communities and Local Government for examination. An independent examination of the Northumberland Local Plan will be conducted by the Planning Inspectorate which will be late in 2019 probably September. Details will be available on the NCC Web Site. Mr Murfin is available to meet with groups of Parish Councils to attend and discuss planning issues. During sessions attended so far he has given a presentation on how decisions are made, how we can best support and the role of the Local Plans and Neighbourhood Plans.

c) Letter received from Molly Muir thanking the Parish Council for the very kind donation of £100.00 towards her Girlguiding service trip to Sri Lanka. As no doubt the Council will be aware there have been bombings and other troubles in Sri Lanka and because of this and advice from the Foreign Office, it has been decided that the group will no longer be travelling to Sri Lanka. Currently there are two other destinations in discussion and Molly will advise the destination in due course.

d) The Clerk referred to notification received from 'The Bridge Project' which is funded by The European Social Fund and the National Lottery overseen by the Northumberland County Council with the aim of improving lives and outcomes for people throughout Northumberland. The project delivers specialist services to beneficiaries, working with them on a one to one basis to reduce barriers and move people nearer to employment. Northumberland CVA provide the Supported Volunteering element of the project. Posters in regard to 'The Bridge Project' will be displayed on the Parish Council Notice Boards.

8. Planning Applications

Town and Country Planning Act 1990- Section 247

Proposed Stopping Up of Highway at Glendale, Heavensangel Cattery, Grange Road, Widdrington Station.

Details of the proposed order were received and any objections are to be submitted to the National Casework Team by

the 11th July, 2019. At the Parish Council Meeting held on the 8th April, 2019 details of the planning permission granted by the Northumberland County Council in regard to the proposed change of use from public to private use to extend the garden and driveway at Glendale. The Parish Council had objected to the proposal on the grounds that if the application was allowed there would be severe restrictions for vehicular access to neighbouring properties as well as parking problems. The Parish resolved to formerly object to the proposed order stopping up the highway and request that representative of NCC Highways and the Development Management Department attend a site meeting to discuss the issues raised.

9. Purchase of Village Display Christmas Tree – Proposed Switch on Friday 29th November, 2019.

The Display Tree had been very successful since being displayed three years ago with many favourable comments from the Parish Community. Cllr Mrs Willoughby proposed that a Village Christmas Tree is purchased for Christmas 2019, the proposal was seconded by Cllr Baron and carried.

10. Merchant Navy Day 3rd September, 2019. Consideration of the purchase of a Red Ensign official flag of the British Merchant Navy and arrangements for flying the Flag

Depending on the size the Red Ensign would cost between £30.00 and £50.00. It was considered that a Flagpole located beside the Village Memorial Garden to be considered.

11. VE Day Celebration 75th Anniversary 8th May, 2020

Cllr Mrs Willoughby stated that the May Day Bank Holiday next year has been changed to Friday the 8th May, in commemoration of the Anniversary. It was considered that a Village VE Day event is organised to be held at the Community Park. Cllr Mrs Willoughby proposed that Station Entertainment are requested to provide suitable entertainment artists for the day. The proposal was seconded by Cllr Tate and carried.

12. Finance

i) Parish Clerk's financial statement – monthly update – Bank of Ireland Account as at 29.05.2019 £39,210.88 reconciled with Bank Account Statement.

Account monthly interest £3.71, Grainger Service Charge for Parks £1,290.00, VAT Reclaim from HMRC £906.65
NCC Payment for use of Community Centre for Polling Station £330.00 paid in error to wrong account by NCC
Ellington Jnrs Hire of Marquees Deposit £50.00
NCC Precept half yearly payment £23,945.00 due.

ii) Payments to be Approved: -

Parish Clerk's May Salary £665.28 plus April Salary £591.36 (problems with presentation to Bank Account)
Total £1,256.64

Parish Clerk's May Expenses £28.98 (Working from Home Allowance £10.00, Home internet & Telephone £8.00, postage £10.98,)

A Henderson Parish Handy Person May Invoice £251.50 (includes additional work and materials £42.50

K Arries Parish Grounds Seasonal Maintenance Worker May Payment £516.00

D Booth £120.00 Internal Audit 2019 Fee £120.00

Cllr Mrs Willoughby proposed approval of the payments; the proposal was seconded by Cllr Tate and carried.

iii) The 2019 Audit Report and Annual Governance Statement

The Clerk distributed the Internal Audit Report and referred to the statement of assurance relating to the accounts for 2018 – 2019

Cllr Mrs Willoughby proposed approval and was seconded by Cllr Batson and unanimously to resolve as follows:-

Statement of Accounts, Annual Return for the year ended 31st March, 2019 and signed by the Chair.

Section 1 – Annual Governance Statement.

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements – **Yes**
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness – **Yes**
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the council to conduct its business or on its finances - **Yes**
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit regulations – **Yes**
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks including the introduction of internal controls and/or external insurance cover where required - **Yes**
6. We maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems - **Yes**

7. We took appropriate action on all matters raised in reports from internal and external audit – **Yes**

8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end after the year-end, have a financial impact on this smaller authority and where appropriate have included them in the accounting statements - **Yes**

9. Trust Funds – the statement was not applicable to the Parish Council

Section 2 Accounting statements for 2018/19

Approved and Signed by the Chair of the Council

Notice of Appointment of Date for the Exercise of Electors' Rights – Accounts for Year Ended 31st March, 2019.

The Clerk referred to the Prescribed Notice to be displayed on the Parish Council Notice Boards for the period 1st July to the 9th August, 2019 giving the Parish Electors the right to inspect the accounts on reasonable notice by application.

13. To consider any urgent business which shall be limited to circumstances in which the Council's responsibilities cannot be met or the Council's interests are likely to be prejudiced, if the business is deferred to the next available meeting.

The Clerk requested that a Contracts Working Group meeting is held on Wednesday the 19th June, 2019 at 4.30pm to carry out the Annual Staff Review, which was agreed.

14. To be held in closed session

Councillors resolved that members of the public and press are excluded from the remainder of the meeting which is to be held in closed session due to the confidential nature of the business to be discussed.

The meeting closed at 8.30 p.m.

