

<p>Parish Council Meeting held on Monday 22 January 2018 at 6.00pm</p>

Public Session

No public in attendance.

Minutes

Present	Councillor Paul Williams (Chair) Councillor Mark Rochester Councillor Yvonne Mallon Councillor David Woodard Councillor Ian Dick Councillor Alan Sambrook Clerk: Kevin Cassie Asst Parish Clerk: Susan Lonsdale
18/194	APOLOGIES FOR ABSENCE Councillor Proud gave apologies for absence due to holiday.
18/195	DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION Councillor Rochester declared interest under minute reference 18/213.
18/196	POLICE REPORT PCSO Beavers could not attend and provided an update on incidents reported: <ul style="list-style-type: none"> • 5 occurrences of damage to motor vehicles • 2 undetected residential burglaries • 6 shoplifting incidents at the Co-op and offender detected • Minimal reports of anti-social behaviour
18/197	MINUTES OF LAST MEETING The minutes of 27 November 2017 were approved as a true record.
18/198	CLERK'S REPORT <ol style="list-style-type: none"> 1. The letter of thanks from Pegswood Primary School for the offer of grant for 2018-19 was noted. They had confirmed that the majority of funds had been secured for the project. 2. The annual report from Northumberland CVA was received. 3. It was noted that PKF Littlejohn LLP had been appointed as external auditors for the next five years under the Local Audit (smaller authorities) regulations 2015. 4. The copy letter from Councillor Grimshaw enquiring as to rumoured 'garden village' between Pegswood and Ashington; and the response from Councillor Wearmouth on behalf of Ascent Homes was noted. 5. It was noted that there would be no referendum requirement on Parish Council precepts in 2018/19 and the following three years, although caveats applied. 6. The Parish Council considered it would not enter into NALC's Local Council of the Year competition.

	<ol style="list-style-type: none"> 7. It was noted that the consultation process for the implementation for devolution of North Tyne expired 5 February 2018. 8. The Parish Council would consider support of Braintumourresearch.org in their Wear a Hat Campaign in March. 9. The monthly issues log was received.
<p>18/199</p>	<p>MEMBERS REPORTS</p> <ol style="list-style-type: none"> 1. Chairman had attended the Planning Committee, Fayre meeting and meeting with NCC Highways Officer. 2. County Councillor Towns advised he had received a number of reports of problems with grit bins and reported these to relevant NCC Officers. A further issue raised was increased incidents of dog fouling around Ellis Square and John Street. This concern was noted by the Parish Council and the issue in general was constantly flagged in the Parish Newsletters, and through the NCC Green Dog Walker Campaign. A suggestion of providing a bag dispenser next to bins would be considered by the next Environment Working Group. Councillor Towns informed that the road re-surfacing work for Charles/William/Edward and John Street was scheduled for March. The Clerks would place a notice at Pegswood Welfare. 3. Councillor Mallon had attended the Planning Committee and Highways meeting. In addition, JOAA Inspections had been carried out and decorating the village Christmas Tree. 4. Councillor Rochester had attended the Fayre meeting, Planning Committee and Highways meeting. He had also planted the replacement Christmas Tree. 5. Councillor Sambrook had attended Peace in Our Time meeting, Planning Committee, Highways meeting and Fayre meeting. He had also assisted in the planting of the Christmas Tree. From the NALC Meeting Councillor Sambrook asked that Councillors fill in the NALC online survey and would email the link. 6. Councillor Dick had attended the Fayre meeting and Planning Committee and was also drafting the Risk Assessment for Fayre Day. 7. Councillor Woodard had attended the Planning Committee, Highways meeting and NALC. He had also carried out the monthly finance checks.
<p>18/200</p>	<p>GOVERNANCE</p> <p>MONTHLY FINANCIAL STATEMENTS NOVEMBER 2017</p> <ol style="list-style-type: none"> 1. It was resolved to confirm expenditure and note income in the Cash Books. 2. It was resolved to approve the bank reconciliation statements as at 30 November 2017. 3. It was resolved to approve budgetary control report and earmarked reserves report. 4. It was noted that the internal checks had been carried out by Councillor Willcox with a query on recording the minute reference for non-standard purchases. The Clerk advised that current records complied with Financial Regulations therefore, there was no legal

	<p>requirement to record such reference, but the process would be assessed shortly.</p>
18/201	<p>MONTHLY FINANCIAL STATEMENTS DECEMBER 2017</p> <ol style="list-style-type: none">1. It was resolved to confirm expenditure and note income in the Cash Books.2. It was resolved to approve the bank reconciliation statements as at 31 December 2017.3. It was resolved to approve budgetary control report and earmarked reserves report.4. It was noted that the internal checks had been carried out by Councillor Woodard with no issues raised.
18/202	<p>INTERNAL CHECKS 2018</p> <p>The proposed schedule of checks was accepted and agreed that if any Councillor could not carry out in the allocated month, they would make arrangements with another Councillor and advise the Clerk.</p> <p>The Chairman requested all those Members with access to the online bank account to ensure they checked the account regularly.</p>
18/203	<p>IT UPGRADE</p> <p>It was noted that the switch in suppliers increased costs on original contract as follows:</p> <ul style="list-style-type: none">• £250 on hardware• £400 on email platform• £300pa on support service <p>To resolve issues with existing web hosting an extra cost of £65 incurred and a further £50 to transfer the domain. The Clerk advised the extra costs would be met out of reserves.</p> <p>Councillors noted that they now had their own dedicated Parish Council email address and the Clerk would circulate information on access and use.</p> <p>Due to the transfer of domain the existing website could not be updated and a new site would need to be constructed in order to meet Transparency Regulations. It was resolved to source a supplier and allocate ~£1500 funds for a new site. A revised site plan would be drafted by Clerks and Chair and discussed with the supplier. Councillor Mallon would be invited to observe in the design process and testing of new site.</p>
18/204	<p>IT WRITE-OFF</p> <p>It was agreed to write off the redundant IT equipment due to its age and little commercial value. One of the PC's would be offered to The Hub for use in their IT Suite.</p>
18/205	<p>BUDGET/PRECEPT</p> <p>There were no major changes to the budget and precept presented in November 2017 and it was resolved to submit this to NCC for a precept of £117060.00 for 2018/19.</p>

18/206	<p>GENERAL DATA PROTECTION REGULATIONS 2018</p> <p>The Clerk had prepared a briefing note with recommendations in readiness for the changes in May 2018. It was agreed to defer any decisions until the next meeting as NALC were in discussions with Government on exemptions for Parish Councils.</p>
18/207	<p>PLANNING & TRANSPORT</p> <p>PLANNING APPLICATION CONSULTATIONS</p> <p>The minutes of the Planning Committee of 9 January 2018 were noted and approved.</p>
18/208	<p>APPEAL REGARDING REFUSAL OF 150 HOLIDAY LODGES AT LONGHIRST GOLF CLUB</p> <p>The Parish Council's submission was noted and that the Appeal decision could be made in February.</p>
18/209	<p>PROPOSED DEVELOPMENT AT EAST FARM</p> <p>The revised plan submitted by the developer was reviewed and noted the alignment with MNP as regards volume and footpath links. The Parish Council would invite further discussion at a Planning Committee with the developer on the new plan.</p>
18/210	<p>17/04520/REM LAND NORTH OF WASTE RECOVERY CENTRE, WHORRAL BANK. ERECTION OF THREE REPLACEMENT DWELLINGS</p> <p>A proposed draft response of objections had been compiled by Councillor Woodard and the Chair thanked him for his time and input. A correction to page 8 on reference to the relevant 'A' road was noted otherwise; the draft was agreed to submit to NCC.</p>
18/211	<p>17/04414/FUL LAND N OF PEGSWOOD PRIMARY SCHOOL. ERECTION OF 61 DWELLINGS</p> <p>A draft of observations on the proposed development were agreed and the Clerk would submit to NCC.</p>
18/212	<p>TRAFFIC CALMING</p> <p>The notes of the meeting on 16 January with NCC Highways Officer were received and the letter of support from WI noted. The speed surveys were expected to be carried out in February.</p>
18/213	<p>ENVIRONMENT</p> <p>BROCKSBURN PARK ROUNDABOUT QUADRANT</p> <p>The Parish Council was pleased to note that PWBWI had been successful in gaining a grant from the Postcode Lottery for their "Bee Comfortable" project on the Brocksburn Park roundabout. It was agreed to allow use of the Parish Council land (with declared interest Councillor Rochester abstained from this decision) and offer assistance where needed.</p>
18/214	<p>VILLAGE CENTRE GARDEN PROJECT</p>

	<p>A working group involving the Chair, Assistant Clerk and Consultant (Sean Murray) would meet on 12 February to develop the project plan and report back to the Parish Council. A letter would be sent to potential local sponsors to gain support, be it in kind or financial and the Clerks were researching 'Crowd Funding'. The amount secured thus far was £25k and it was unanimously resolved that if the balance of project capital was not secured through grant/sponsorship/in kind then, the Parish Council would secure funds, if necessary through Public Works Loan Board, to ensure the work was completed.</p>
18/215	<p>COMMUNICATIONS</p> <p>PARISH MAGAZINE Two suppliers had provided quotes for type setting with examples of publications and the preference was Supplier A. It was agreed to enter into a contract for type setting the Newsletters and consider the service for Resident Bulletins.</p>
18/216	<p>URGENT BUSINESS</p> <p>STATE OF ROADS Councillor Rochester had received a complaint regarding the state of the main road in front of Cookswell and the estate roads at Butterwell, the construction traffic through works at Cookswell House thought to be a contributing factor. The Clerk would report the issues to Planning Enforcement.</p>
18/217	<p>GRIT BINS Councillor Rochester had also received a complaint regarding the grit bins and Councillor Towns expected it should be resolved shortly after his report to NCC. The Parish Council would carry out a grit bin survey in the Summer.</p>
18/218	<p>MEETINGS CALENDAR Councillor Sambrook suggested a forward plan of environment Working Group meetings be set and a Parish Calendar be created to diary all meetings and school holiday dates.</p>
18/219	<p>FAYRE DAY The notes of the meeting on 16 January were received and the Clerk advised that the £1,000 sponsorship from Northumbrian Water had not yet been received. Expenditure commitments were currently within the budget.</p>
18/220	<p>MORPETH TOWN COUNCIL BOUNDARY CHANGE PROPOSAL It had come to the Parish attention that Morpeth Town Council were considering boundary changes and sought consultation with 2 neighbouring Parishes. These Parishes had asked that Pegswood (and other neighbouring Councils) should also be invited into discussions.</p>
18/221	<p>17/04257/FUL 42 BEAUMONT COURT. SINGLE STORY EXTENSION It was noted that the application had been granted.</p>

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Pegswood Parish Council

18/222	NEXT MEETING It was agreed that the next meeting be held on 26 February 2018 at 6.00pm.

Minutes Approved by: _____

Date: _____

DRAFT

Parish Council Minutes

22 January 2018

Pegswood Parish Council

Date: 04/12/2017

Pegswood Parish Council R&P 2017/2018 Current Year

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Cashbook 1

User: KC

UNITY TRUST Current Account

For Month No: 8

Receipts for Month 8

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		166,995.63					166,995.63	

Banked: 0.00

0.00 0.00

Total Receipts for Month 0.00 0.00 0.00 0.00

Cashbook Totals 166,995.63 0.00 0.00 166,995.63

Date: 04/12/2017

Pegswood Parish Council R&P 2017/2018 Current Year

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Cashbook 1

User: KC

UNITY TRUST Current Account

For Month No: 8

Payments for Month 8

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
17/10/2017	Non Nonsense IT	302144	1,917.60		319.60	4851	111	1,598.00	IT equipment
07/11/2017	All Seasons	DD	605.83			4702	205	375.00	Grounds maintenance November
						4702	201	230.83	Grounds maintenance November
07/11/2017	Groundwork NE & Cumbria	DD	344.42			4100	105	164.04	Rent and service charge Nov
						4170	105	180.38	Rent and service charge Nov
07/11/2017	Northumberland County Council	DD	2,436.08		2.05	4000	101	2,283.25	October Payroll
						4001	101	140.53	October Payroll
						4702	101	10.25	October Payroll
07/11/2017	Nest pensions	DD	214.06			4002	101	118.92	Pensions October
						4000	101	95.14	Pensions October
13/11/2017	Just Sport (UK) Ltd	DD	6.51		1.08	4155	111	5.43	Diary inserts
13/11/2017	Ideal 365 Ltd	DD	126.54		21.10	4185	111	105.44	Litter pickers
13/11/2017	Premier Seeds Direct	DD	33.82			4601	201	33.82	Poppy seeds
13/11/2017	Eurotrade W Ltd	DD	79.90		13.32	4185	111	66.58	Bin bag hoops
13/11/2017	Amazon.co.uk	DD	7.99			4455	108	7.99	Prime membership
13/11/2017	Lloyds Bank	DD	3.00			4550	111	3.00	card fee October
13/11/2017	British Telecom Ltd	DD	106.92		17.82	4480	108	89.10	Business bill Nov-Jan
13/11/2017	Welbeck Estates Co Ltd	591890326	125.00			4703	601	125.00	Allotment rent Nov-Feb
14/11/2017	Non Nonsense IT	302144	-1,917.60		-319.60	4851	111	-1,598.00	Lost cheque
15/11/2017	Wyevale Garden Centres	73625264	298.80		49.80	4711	301	249.00	Planter refresh
30/11/2017	Azure Charitable Enterprises	994897480	284.17		47.36	4424	108	236.81	Survey leaflets
04/12/2017	Unity Trust Bank	DD	8.00			4550	111	8.00	Cheques cancellation fee
Total Payments for Month			4,681.04	0.00	152.53			4,528.51	
Balance Carried Fwd			162,314.59						
Cashbook Totals			166,995.63	0.00	152.53			166,843.10	

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Pegswood Parish Council

Date: 04/12/2017

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Cashbook 3

User: KC

Petty Cash

For Month No: 8

Receipts for Month 8

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		59.23					59.23	
Banked:		0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>59.23</u>	<u>0.00</u>	<u>0.00</u>			<u>59.23</u>	

Date: 04/12/2017

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User: KC

Petty Cash

For Month No: 8

Payments for Month 8

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Total Payments for Month			0.00	0.00	0.00			0.00	
Balance Carried Fwd			59.23						
Cashbook Totals			<u>59.23</u>	<u>0.00</u>	<u>0.00</u>			<u>59.23</u>	