

Parish Council Meeting held on Monday 26 February 2018 at 6.00pm

Public Session

Four residents of Hebron Avenue attended to enquire of any further action by the Parish Council following Councillor Towns feedback on the meeting with County Planning Officer regarding the Barratts application. Councillor Willcox replied that the Parish position remained unchanged as to its objections to the development. The Clerk advised that the meeting agenda included consideration of a further communique to County on its response to Councillor Towns points. This item was brought forward to the public session and a resolution made to formally respond to NCC.

Residents would consider approaching the Press to raise the profile of their concerns with the development.

The Bishop of Berwick, Mark Tanner attended following an invitation by the Chair to observe proceedings.

Minutes

Present	Councillor Simon Willcox (standing Chair) Councillor Mark Rochester Councillor Yvonne Mallon Councillor David Woodard Councillor Pauline Proud Councillor Alan Sambrook Clerk: Kevin Cassie Asst Parish Clerk: Susan Lonsdale
18/223	APOLOGIES FOR ABSENCE Councillor Williams gave apologies for absence due to illness. In the absence of Vice-Chair, Councillor Willcox took the Chair on approval of those present.
18/224	DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION None additional to those standing.
18/225	POLICE REPORT PCSO Beavers could not attend and provided an update on incidents reported: <ul style="list-style-type: none"> • 1 theft of motor vehicle • 2 occurrences of damage to motor vehicles • Damage to gate at JOAA • 2 incidents of anti-social behaviour in vicinity of Co-op
18/226	MINUTES OF LAST MEETING The minutes of 22 January 2018 were approved as a true record. The Clerk advised that a past resolution regarding Councillor use of official email address was not obligatory, however it was recommended as it offered Councillors protection under the new GDPR. The Clerks would provide a disclaimer template for Councillor use in email responses.
18/227	CLERK'S REPORT

	<ol style="list-style-type: none"> 1. The note of thanks from Pegswood Community Hub for the donation of surplus computer was noted. 2. It was noted that the speed survey in the village commenced 15 February and a meeting to discuss the results arranged with Highways for 12 March. The data from this might be relevant to the Barratts Application and would be mentioned to Planning Management. There might also be value in a site visit by the Strategic Committee considering the Barratts application. Cllr Rochester queried the locations of the speed surveys but would await the results before suggesting other possibly more appropriate points. 3. The dates for Karbon Homes Walkabouts over the next 12 months were noted. 4. It was noted that the Poppy beds had been completed and publicised via social media. 5. The monthly issues log was received.
<p>18/228</p>	<p>MEMBERS REPORTS</p> <ol style="list-style-type: none"> 1. County Councillor Towns had received the following concerns from residents: <ul style="list-style-type: none"> • Incident blackspot near Cemetery Lodge with 3rd car crash occurring – were there any prevention measures that could be adopted such as crash barriers. The Parish Council and County were examining speed reduction through village and this particular area would form part of the review. Councillor Towns would join the meeting with Highways on 12 March. • Unacceptable levels of dog fouling, particularly on the Welfare Field causing difficulties and unpleasantness for the Football users. Bag dispensers and positive signage would be considered to encourage owners clearing up the dog mess. 2. Councillor Mallon had attended the meeting with Website developer, visit to Tom Maley’s Workshop and meeting with Pegswood Primary Headteacher regarding Junior Calendar Competition. Inspections of JOAA had been carried out and partaken in poppy seed planting. 3. Councillor Rochester had attended the WI Coffee Morning and carried out further work on surveys of the village grit and waste bins. He would be arranging dates for environment Working Groups in the near future. 4. Councillor Sambrook had provided reports on Karbon Walkabout and attendance at Town & Parish Council meeting of 1 February. He had also attended meetings on Governance, website, Community Garden Project and the visit to Tom Maley’s Workshop. 5. Councillor Proud visited Tom Maley’s Workshop.
<p>18/229</p>	<p>GOVERNANCE</p> <p>MONTHLY FINANCIAL STATEMENTS JANUARY 2018</p> <ol style="list-style-type: none"> 1. It was resolved to confirm expenditure and note income in the Cash Books.

	<p>2. It was resolved to approve the bank reconciliation statements as at 31 January 2018.</p> <p>3. It was resolved to approve budgetary control report and earmarked reserves report.</p> <p>4. It was noted that the internal checks had been carried out by Councillor Mallon with no queries raised.</p> <p>The Clerk pointed out that a charge for May 2018 payroll was still outstanding from NCC and sat on bank reconciliation. NCC are looking into the matter and would raise a direct debit accordingly.</p>
18/230	<p>DONATION REQUESTS</p> <p>Two requests received:</p> <ol style="list-style-type: none">1. Morpeth Northumbrian Gathering to whom the Parish Council had given £100 in the last 5 years. It was resolved to give a donation of £100 to this year's event.2. Alnwick Playhouse and Arts Centre asking for contribution towards running costs. The request was declined.
18/231	<p>INVESTMENT AND BORROWING POLICY</p> <p>Councillor Willcox motioned that a decision on this policy be deferred to meeting where all Councillors were in attendance. This was agreed by all present.</p>
18/232	<p>REVIEW OF POLICIES</p> <p>It was agreed to accept the recommendations of the Working Group of 1 February and adopt the changes to the following policies:</p> <ul style="list-style-type: none">• Code of Conduct• Standing Orders• Financial Regulations• Risk Management <p>It was resolved to re-align the policies of Financial Regulations and Standing Orders regarding the thresholds for tenders, quotations and estimates.</p>
18/233	<p>GENERAL DATA PROTECTION REGULATIONS 2018</p> <p>This item was withdrawn from the agenda.</p>
18/234	<p>ANNUAL ASSEMBLY</p> <p>It was agreed that the Clerks would arrange a Saturday in April for the Annual Assembly.</p>
18/235	<p>PLANNING & TRANSPORT</p> <p>18/00168/FUL. Conversion of Grade II Listed East Farm buildings into 2 dwellings, change of use of former shop into café, refurbishment of existing flat above café and proposed additional dwellings, including demolition of Lane End Garage and Lindisville bungalow.</p> <p>The Parish Council agreed the following observations:</p>

	<p>It appreciates the inclusion in pre-application discussions with the developer; and recognises the impact those discussions have had on the proposed plans. The Parish Council was pleased that the number of dwellings within the scheme met the targets set in MNP; that footpath connectivity was also included. It also appreciated the style and design of the dwellings, and that they sat well within the amenity of the village, That said, the Parish Council had concerns in general regarding highways issues along Longhirst Road to which traffic from this development would contribute. The objections by neighbouring organisations; The Hub and St Margaret's Chapel were noted.</p>
18/236	<p>17/02177/FUL Development of 122 dwellings N of Hebron Avenue The decision of the Working Group of 1 February that Councillor Towns represent the Parish Council at the Strategic Planning Committee was ratified. The resolution to raise concern regarding the target figure in MNP and SHLAA not being a planning management consideration was made.</p>
18/237	<p>NORTHUMBERLAND LOCAL PLAN It was noted that the County Council were inviting landowners, developers, agents, local residents etc to submit potential development sites for consideration in the drawing up of the county-wide Local Plan.</p>
18/238	<p>ENVIRONMENT VILLAGE HANDYMAN The Parish Council considered the appointment of a village handyman and Darren Buckley (resident of the village and provider of such services) attended. He gave a brief on his employment history, current services to the local neighbourhood and certificates/insurance in hand. It was resolved to add Darren to the list of contractors and contact him when handyman services were required.</p>
18/239	<p>SKIP DAY It was agreed to hold the next Skip Day on 3 March, aligning with Keep Britain Tidy British Spring Clean Campaign.</p>
18/240	<p>VILLAGE COMMUNITY GARDEN The Assistant Clerk referred to the notes of 3 meetings held in February and that an application for funding was being submitted to Heritage Lottery Fund. It was envisaged that works would commence in the Spring and a temporary amendment to Financial Regulations 3.4 and 3.5 (for the duration of the project) was agreed to assist in dealing with unforeseen difficulties that could arise on the site and result in a health/hazard situation. The amendment would be; to allow the Clerks, in conjunction with Chair or Vice-Chair, to agree expenditure above £500 in emergency circumstance. The Clerks would seek to obtain at least 3 quotes for the phases of works required for the project.</p>
18/241	<p>COMMUNICATIONS RESIDENT'S BULLETIN</p>

	<p>A draft bulletin was considered and approved for print and issue mid-March.</p>
18/242	<p>PARISH WEBSITE The Chairman and Clerk's emergency action to commission a replacement website at a cost of £3000 (with £200 annual fee) was ratified. The costs above budget would be met from reserves.</p>
18/243	<p>'ROBIN' ANNIVERSARY Councillor Proud advised that a number of ideas for merchandise had come from the visit with Tom Maley and these would be examined by the sub-group. The low response to the Calendar Competition was noted and further publicity would be arranged.</p>
18/244	<p>URGENT BUSINESS STATE OF ROADS Councillor Rochester had received further complaints of pot holes along the main exit road at Cookswell and Councillor Towns had reported these therefore, full repair was expected. Residents should be encouraged to report pot holes using the NCC online facility.</p>
18/245	<p>VOLUNTEER WORK Councillor Proud asked if there were avenues for the Parish Council to officially thank volunteers for their contribution and the Clerk advised of the "Meritorious Service Award", which entailed written nomination being submitted. It was resolved to allocate a sum of £100 to any individual nominated for this award.</p>
18/246	<p>NEXT MEETING It was agreed that the next meeting be held on 26 March 2018 at 6.00pm and Councillor Willcox gave his apologies in advance.</p>

Minutes Approved by: _____

Date: _____

Date: 05/02/2018

Pegswood Parish Council R&P 2017/2018 Current Year

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Cashbook 1

User: KC

UNITY TRUST Current Account

For Month No: 10

Receipts for Month 10

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		163,828.39					163,828.39	
INC 17/014	Banked:30/01/2018	1.15						
INC 17/014	Northern Powergrid	1.15			1800	808	1.15	Wayleave
Total Receipts for Month		1.15	0.00	0.00			1.15	
Cashbook Totals		163,829.54	0.00	0.00			163,829.54	

Date: 05/02/2018

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Cashbook 1

User: KC

UNITY TRUST Current Account

For Month No: 10

Payments for Month 10

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
09/01/2018	Northumberland County Council	426281138	2,535.69		2.05	4000	101	2,370.34	December payroll
						4001	101	153.05	December payroll
						4072	101	10.25	December payroll
09/01/2018	Nest Pensions	DD	222.22			4002	101	123.46	December Pensions
						4000	101	98.76	December Pensions
11/01/2018	All Seasons	DD	605.83			4702	205	375.00	Grounds Maintenance January
						4702	201	230.83	Grounds Maintenance January
11/01/2018	Groundwork North East	DD	344.42			4100	105	164.04	Rent/Service Charge January
						4170	105	180.38	Rent/Service Charge January
11/01/2018	ITC Services Ltd	DD	36.92		6.15	4481	108	30.77	IT Support January
11/01/2018	National Allotment Society	560935839	66.00		11.00	4070	601	55.00	Membership 2018
11/01/2018	Lloyds Bank	DD	3.00			4550	111	3.00	Card Fee January
22/01/2018	S Anderson	576266850	78.00			4150	105	78.00	Cleaning Oct-Dec
23/01/2018	ITC Services Ltd	492694013	285.60		47.60	4481	108	238.00	MS Publisher x2
						335	0	-238.00	MS Publisher x2
						6000	108	238.00	MS Publisher x2
23/01/2018	ITC Services Ltd	99497514	136.80		22.80	4481	108	114.00	Domain transfer & Web hosting
30/01/2018	S Anderson	597365657	26.00			4150	105	26.00	Cleaning January
30/01/2018	Total Business Group	319841534	54.11		9.02	4160	111	45.09	Coiper usage Nov-Jan
Total Payments for Month			4,394.59	0.00	98.62			4,295.97	
Balance Carried Fwd			159,434.95						
Cashbook Totals			163,829.54	0.00	98.62			163,730.92	

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Cashbook 3

User: KC

Petty Cash

For Month No: 10

Receipts for Month 10

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 :		58.71					58.71	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>58.71</u>	<u>0.00</u>	<u>0.00</u>			<u>58.71</u>	

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Cashbook 3

User: KC

Petty Cash

For Month No: 10

Payments for Month 10

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>
25/01/2018	Maxwells DIY	PETTY CASH	8.09		1.35	4155	111	6.74	post holder and timber
Total Payments for Month			8.09	0.00	1.35			6.74	
Balance Carried Fwd			50.62						
Cashbook Totals			<u>58.71</u>	<u>0.00</u>	<u>1.35</u>			<u>50.62</u>	