

<p><b>Annual General Parish Council Meeting held on Monday 22 May 2017 at 6.00pm</b></p>
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**Public Session**

No public in attendance.

**Minutes**

<b>Present</b>	Councillor Paul Williams (Chair) Councillor Pauline Proud Councillor Mark Rochester Councillor Yvonne Mallon Councillor Alan Sambrook Councillor Ian Dick Councillor Simon Willcox Clerk: Kevin Cassie Asst Parish Clerk: Susan Lonsdale
<b>18/026</b>	<b>ELECTION OF CHAIRMAN</b> Councillor Rochester nominated Councillor Williams for the position of Chairman and this was seconded by Councillor Proud. Councillor Williams signed the acceptance of office.
<b>18/027</b>	<b>ELECTION OF VICE-CHAIRMAN</b> Councillor Willcox nominated Councillor Dick for the position of Vice-Chairman and this was seconded by Councillor Proud. Councillor Dick signed the acceptance of office.
<b>18/028</b>	<b>APOLOGIES FOR ABSENCE</b> Councillor Woodard and Oakley gave apologies for absence.
<b>18/029</b>	<b>DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION</b> The Parish Council approved the application for dispensation to certain Councillors for the life of the Council to allow proper debate and resolution on matters relating to the annual budget and precept.
<b>18/030</b>	<b>POLICE REPORT</b> PCSO Beavers was not in attendance at the meeting due to holiday and no written report received. The Clerk will request a list of police contacts so that all could be notified of the monthly meetings and hopefully result in more attendance.
<b>18/031</b>	<b>MINUTES OF LAST MEETING</b> The minutes of 24 April 2017 were approved as a true record.
<b>18/032</b>	<b>ANNUAL GOVERNANCE STATEMENT</b> The statement was received and approved by the Parish Council. The Chairman was authorised to sign the Annual Governance Statement on the Council's behalf. The Internal Audit Report was received and noted the typing error of it being dated 2016 and that there were no matters of concern.
<b>18/033</b>	<b>ANNUAL ACCOUNTING STATEMENT FOR YEAR ENDED 31 MARCH 2017</b> The Annual Return was presented by the Clerk and accepted by the Parish

	<p>Council with the Chairman authorised to sign on the Council's behalf. It was noted that the Parish Council had been selected under the 5% sample for further scrutiny and the Clerk would supply the additional papers requested.</p>
<b>18/034</b>	<p><b>WORKING GROUPS AND REPRESENTATIONS ON OUTSIDE BODIES</b> Two changes were agreed:</p> <ul style="list-style-type: none"> <li>• To remove the Morpeth Neighbourhood Plan Committee as it had now been dissolved following the Referendum.</li> <li>• The Youth Council would also be removed as it had not materialised.</li> </ul>
<b>18/035</b>	<p><b>LOCALISM ACT 2011 – GENERAL POWER OF COMPETENCE</b> It was resolved that the Parish Council met the criteria to use this power under the above legislation.</p>
<b>18/036</b>	<p><b>CLERK'S REPORT</b></p> <ol style="list-style-type: none"> <li>1. The invitation for Councillors to sit on the NALC County Committee was noted. Those interested would contact the Clerk.</li> <li>2. It was agreed to renew membership of NALC at a cost of £418.75.</li> <li>3. It was noted that the NCC Core Strategy had been submitted to the Secretary of State and details of the examination process would be forthcoming.</li> <li>4. The Parish Council approved the publicising of CAN's "Getabout" project.</li> <li>5. The letter of thanks from Wansbeck Valley Food Bank for the grant was noted.</li> <li>6. An email of thanks from Pegswood Community Hub for the grant was noted.</li> <li>7. Two incidents of vandalism were noted: (1) bus shelter panel smashed and (2) item of gym equipment damaged. The repair cost to the latter was estimated at £1000.00. The Police would be asked to increase patrols of the JOAA Park.</li> <li>8. The monthly issues log was noted. The incident of fly-posting remained and the Japanese knotweed had not been actioned despite both being reported to NCC. The Clerk was asked to progress both matters with County. An issue regarding a green bin had recently been raised by the School caretaker with a request for it to be re-located. This would be considered with the full review of bin locations throughout the village.</li> </ol>
<b>18/037</b>	<p><b>MEMBERS REPORTS</b></p> <ol style="list-style-type: none"> <li>1. <b>Chairman</b> had attended the Annual Assembly and the Big Clean Day on 13 May, which was a great success with 3 skips filled. Councillors Proud and Mallon added that it was pleasing to note that there was only a small degree of litter found in the surrounding areas of the skips.</li> <li>2. <b>Councillor Towns</b> was welcomed as the new County Councillor for Pegswood Ward and the Chairman thanked Councillor Sambrook for all he had done during his tenure. Councillor Towns advised that the new Council would be formalised on 24 May. On the agenda of</li> </ol>

	<p>the new administration would be shelving the re-location of County Hall, review of ARCH activities with a focus on regeneration and job creation and increasing Area Committees from 3 to 5. At a local level he would be meeting with the lead officer at 2pm on 26 May to discuss 20 mph speed limit in the village plus other highways matters. He invited the Parish Council to attend and it was agreed that Councillor Rochester would represent.</p> <ol style="list-style-type: none"> <li>3. <b>Councillor Mallon</b> had carried out the internal finance checks, Big Clean and Annual Assembly.</li> <li>4. <b>Councillor Sambrook</b> had attended Pegswood Community Woods group meeting, the Annual Assembly and Big Clean.</li> <li>5. <b>Councillor Rochester</b> had attended the Annual Assembly and Big Clean.</li> <li>6. <b>Councillor Dick</b> had attended the Annual Assembly and Big Clean.</li> </ol>
18/038	<p><b>GOVERNANCE</b> <b>MONTHLY FINANCIAL STATEMENTS APRIL 2017</b></p> <ol style="list-style-type: none"> <li>1. It was resolved to confirm expenditure and note income in the Cash Books.</li> <li>2. It was resolved to approve the bank reconciliation statements as at 30 April 2017.</li> <li>3. It was resolved to approve budgetary control report and earmarked reserves report. The Clerk advised of a bank error involving duplicate direct debit to All Seasons which had now been resolved and credit received from the contractor.</li> <li>4. It was noted that internal checks for March had been carried out with no issues raised. It was agreed that Councillor Williams would undertake the internal checks for April 2017.</li> </ol>
18/039	<p><b>PARISH COUNCIL INSURANCE</b></p> <p>It was noted that the insurance premium had increased by £200 to £1455.39 and this was the final year of the long term agreement. The Clerk was asked to enquire on an extension to the discount period.</p>
18/040	<p><b>PLANNING &amp; TRANSPORT</b> <b>PLANNING APPLICATION CONSIDERATIONS</b></p> <p>There were no observations on application <b>17/01124//FUL</b> regarding retrospective installation of two floodlights at Sanders Plant and Waste Management.</p>
18/041	<p><b>PEGSWOOD SEWERAGE WORKS</b></p> <p>The notes of the meeting with Northumbrian Water were received. The Clerk was asked to follow up the Noise Assessment Report and establish the start date of the 5 year life span. It was noted that the Allotments Association representative had made no further comments since the meeting. The Clerk informed that Northumbrian Water had offered £1000.00 to sponsor Fayre Day this year and would offer the same for next year.</p>

18/042	<p><b>ENVIRONMENT</b>  <b>VILLAGE CENTRE GARDEN PROJECT</b></p> <p>The public consultation on 6 May had not seen a large attendance however, the scheme was unanimously supported by those who came. A further session was arranged for 27 May at The Hub and resident's bulletin delivered w/c 22 May. It had also been posted on Pegswood Community face book page and a link to designer Sean Murray's page was suggested. To date there had been 24 responses, all of which affirming the project. A positive response had also been received from the local developer who offered a large volume of Pegswood bricks. Welbeck Estates had been advised of the project and supported the scheme. Councillor Willcox had received positive comments from residents he'd spoken with. It was noted that the landowner, Persimmon Homes, had provided a letter of permission to develop and utilise the land for community purposes.</p>
18/043	<p><b>COMMUNICATIONS</b>  <b>NEWSLETTER</b></p> <p>The majority of articles had been received with a good mixture of local stories and information and a full issue expected. The timetable was set for printing w/c 5 June and delivery w/c 12 June. Councillor Proud asked that contributions continue to be submitted for future issues. The next Newsletter would be a short 4 page issue post Fayre Day.</p>
18/044	<p><b>ANNUAL GARDEN COMPETITION</b></p> <p>The Assistant Clerk had circulated the proposed terms and conditions with a proposal for prize awards of £100 for 1<sup>st</sup>, £60 for second and £30 for third place. The Parish Council approved that the competition be open to all and the designated sums for prizes with the proviso that the award be a voucher.</p>
18/045	<p><b>URGENT BUSINESS</b>  <b>Grass Cutting</b></p> <p>Councillor Proud raised the issue of overgrown grass on the open space in Brocksburn Park. The Clerk would report this to the appropriate grounds maintenance firm.</p>
18/046	<p><b>Planters</b></p> <p>Councillor Mallon reported that the planter at the Lonnen steps needed some attention due to weeds and lack of plants. The Clerk proposed Summer planting for this planter and the three on Front Street, and to enter into a contract with Heighley Gate Garden Centre for the work, and this was approved by Council. The Clerk would arrange a contractor to 'spot' weed the area.</p>
18/047	<p><b>Karbon (previously ISOS) Housing</b></p> <p>Councillor Sambrook had been informed that the company would be reducing its property and grounds maintenance programme. The Parish</p>

	<p>Council would monitor the situation and the impact of the changes.</p>
<b>18/048</b>	<p><b>Butterwell and Stanton Drive</b> Councillor Rochester had received a number of complaints from residents regarding grass cutting in these areas. They had raised their concerns with Karbon Housing but with no satisfactory result leaving them to consider mowing the area themselves. The Parish Council would continue to monitor and discuss concerns at ongoing liaison meetings. Councillor Rochester also advised of a damaged grit bin and the Clerk would inform NCC.</p>
<b>18/049</b>	<p><b>Fayre Day Committee</b> Councillor Rochester advised of a change in contact for the WI and asked the Assistant Clerk to forward an update to the new secretary Nancy Fowlie.</p>
<b>18/050</b>	<p><b>Public Rights of Way</b> Councillor Willcox had received a report that a stile near the new bypass had been covered with barbed wire preventing access. The Clerk would establish that this was a designated public right of way and report the matter accordingly.</p>
<b>18/051</b>	<p><b>Future Big Clean Ups</b> It was agreed to schedule additional Big Clean Up days and add skips to the litter pick day on 8 July.</p>
<b>18/052</b>	<p><b>Members – Public Information</b> It was a policy of Pegswood Parish Council not to publicise members addresses however, under the Localism Act, it was required to publish declarations of interest, which stated home addresses. The Assistant Clerk had been advised by NCC that an application for exemption could be made should any published information lead a member to being the subject to violence or intimidation. Any Councillor who considers this to be the case should advise the Clerks.</p>
<b>18/053</b>	<p><b>NEXT MEETING</b> It was agreed that the next meeting be held on 26 June 2017 at 6.00pm. Councillor Sambrook gave his apologies as he would be on holiday on this date.</p>

Minutes Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Date: 03/05/2017		Pegswood Parish Council R&P 2016/2017				Page: 135	
Time: 11:07		Cashbook 1				User: KC	
		UNITY TRUST Current Account				For Month No: 1	
Receipts for Month 1		Nominal Ledger Analysis					
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
Balance Brought Fwd :		114,875.50					114,875.50
INC 17/001	Banked: 11/04/2017	122.00					
INC 17/001	Summerhill Books	122.00			1800	808	122.00 History books
INC 17/002	Banked: 12/04/2017	53,800.00					
INC 17/002	Northumberland County Council	53,800.00			1900	810	53,800.00 Precept 1st tranche
INC 17/003	Banked: 19/04/2017	13.49					
INC 17/003	L Thompson	13.49			1800	808	13.49 History book & postage
<b>Total Receipts for Month</b>		53,935.49	0.00	0.00			53,935.49
<b>Cashbook Totals</b>		<u>168,810.99</u>	<u>0.00</u>	<u>0.00</u>			<u>168,810.99</u>

Date: 03/05/2017

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Cashbook 1

User: KC

UNITY TRUST Current Account

For Month No: 1

Payments for Month 1			Nominal Ledger Analysis						
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
03/04/2017	All Seasons	DD	391.25			4702	205	391.25	Bank error. To be repaid
10/04/2017	All Seasons	DD	605.83			4702	205	375.00	Grounds maintenance April
						4702	201	230.83	Grounds maintenance April
10/04/2017	Groundwork NE	DD	334.42			4100	105	139.04	Rent/Service/Hire April
						4170	105	180.38	Rent/Service/Hire April
						4190	105	15.00	Rent/Service/Hire April
10/04/2017	Eposgear.com	DD	25.97		4.33	4185	111	21.64	4 x personal alarms
10/04/2017	Lloyds Bank	DD	3.00			4550	111	3.00	Credit Card Fee April
10/04/2017	Pegswood Community Hub	302068	1,000.00			4900	401	1,000.00	Grant
10/04/2017	Pegswood Primary School	302069	2,274.00			4900	401	2,274.00	Grant
10/04/2017	4th Morpeth Scouts	302070	825.00			4900	401	825.00	Grant
10/04/2017	Pegswood with Bothal WI	302071	600.00			4900	401	600.00	Grant
10/04/2017	Wansbeck Valley Food Bank	302072	1,000.00			4900	401	1,000.00	Grant
10/04/2017	Eposgear.com	DD	-0.01			4185	111	-0.01	incorrect entry
12/04/2017	Total Business Group	302073	39.96		6.66	4160	111	33.30	Copier rental April
12/04/2017	Buyer Direct Ltd	302074	853.96		142.33	4185	111	711.63	Gazebo
21/04/2017	Nest Pensions	DD	206.90			4000	101	91.98	March pensions
						4002	101	114.94	March pensions
21/04/2017	Northumberland County Council	DD	2,349.94		2.05	4000	101	2,206.96	March payroll
						4001	101	130.68	March payroll
						4072	101	10.25	March payroll
24/04/2017	Garden Narratives	302075	800.00			4643	502	800.00	Final design & schedules
						319	0	-800.00	Final design & schedules
						6000	502	800.00	Final design & schedules
03/05/2017	Mrs S Anderson	302076	26.00			4150	105	26.00	Office cleaning April
03/05/2017	Clearchannel UK Ltd	302077	147.59		24.60	4820	301	122.99	Bus shelter repairs
03/05/2017	Groundwork North East & Cumbri	302078	50.00			4920	502	50.00	Sponsorship
03/05/2017	Garden Narratives	302079	400.00			4643	502	400.00	CAD Drawings
						319	0	-400.00	CAD Drawings
						6000	502	400.00	CAD Drawings
03/05/2017	Azure Charitable Enterprises	302080	165.33			4420	108	165.33	Consultation Comm
03/05/2017	JA Ainsworth	302081	300.00			4570	111	300.00	Internal audit 31/3/2017
<b>Total Payments for Month</b>			12,399.14	0.00	179.97			12,219.17	
<b>Balance Carried Fwd</b>			156,411.85						
<b>Cashbook Totals</b>			168,810.99	0.00	179.97			168,631.02	

Date: 03/05/2017		Pegswood Parish Council R&P 2016/2017						Page: 111	
Time: 11:08		Cashbook 3						User: KC	
		Petty Cash						For Month No: 1	
<b>Receipts for Month 1</b>		<b>Nominal Ledger Analysis</b>							
<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 :		17.93					17.93		
Banked:		0.00							
			0.00					0.00	
<b>Total Receipts for Month</b>		0.00	0.00	0.00			0.00		
<b>Cashbook Totals</b>		<u>17.93</u>	<u>0.00</u>	<u>0.00</u>			<u>17.93</u>		

Date: 03/05/2017		Pegswood Parish Council R&P 2016/2017						Page: 112	
Time: 11:08		Cashbook 3						User: KC	
		Petty Cash						For Month No: 1	
<b>Payments for Month 1</b>		<b>Nominal Ledger Analysis</b>							
<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>
18/04/2017	Post Office	PETTY CASH	2.52			4455	108	2.52	Postage
<b>Total Payments for Month</b>			2.52	0.00	0.00			2.52	
<b>Balance Carried Fwd</b>			15.41						
<b>Cashbook Totals</b>			<u>17.93</u>	<u>0.00</u>	<u>0.00</u>			<u>15.41</u>	