

## Parish Council Meeting held on Monday 21 August 2017 at 6.00pm

### Public Session

A resident attended to enquire as to the Shuttle Bus proposal that was tabled some time ago. Councillor Willcox advised that it was a project considered 4 years ago but was determined not to be viable, one reason being a lack of interest in using the service.

### Minutes

<b>Present</b>	Councillor Simon Willcox(Chair) Councillor Pauline Proud Councillor Mark Rochester Councillor Yvonne Mallon Councillor David Woodard Councillor Alan Sambrook Clerk: Kevin Cassie Asst Parish Clerk: Susan Lonsdale
<b>18/103</b>	<b>APOLOGIES FOR ABSENCE</b> Councillor Williams (Chairman) gave apologies for absence due to work commitments and Councillor Dick (Vice-Chairman) due to dental appointment. It was agreed that Councillor Willcox would take the Chair in their absence.
<b>18/104</b>	<b>DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION</b> Councillor Rochester declared an interest under minute reference 18/110 due to family connection with relevant organisation.
<b>18/105</b>	<b>POLICE REPORT</b> Not in attendance and no written report received.
<b>18/106</b>	<b>MINUTES OF LAST MEETING</b> The minutes of 31 July 2017 were approved as a true record.
<b>18/107</b>	<b>CLERK'S REPORT</b> <ol style="list-style-type: none"> <li>1. It was noted that the Annual Town and Parish Council Conference would take place on 5 October at County Hall, starting with a Marketplace at 2.30 and the Conference beginning at 4pm. Councillor Rochester would attend should Councillor Williams not be available. There was also an invitation to attend Joint Meetings session with Town/Parish Councils during October and this would be referred to Councillor Williams.</li> <li>2. Councillors were informed of an accident that had occurred on the damaged Air Walker. The Clerk had contacted the injured party and the incident recorded in the Accident Book. It was ascertained that although the injured party had seen the equipment was vandalised, had still attempted to use it resulting in a fall. Although the equipment had been 'taped off' this had become dislodged and the Clerk was asked to consider alternative methods of cordoning off damaged equipment in the future.</li> </ol>

	<p>3. The monthly issues log was received.</p>
<b>18/108</b>	<p><b>MEMBERS REPORTS</b></p> <ol style="list-style-type: none"> <li>1. <b>Councillor Mallon</b> had accompanied Karbon Homes representative on the 'walkabout' on 8 August and carried out a letter drop at properties with attractive gardens, promoting entry to the Garden Competition.</li> <li>2. <b>Councillor Rochester</b> had attended the Working Group on 9 August and carried out maintenance of the village planters.</li> <li>3. <b>Councillor Sambrook</b> had attended the Karbon Homes 'walkabout', the Working Group on 9 August, the letter drop with Councillor Mallon and two meetings for the Special Edition Newsletter.</li> <li>4. <b>Councillor Proud</b> had attended the Working Group on 9 August and two meetings for the Special Edition Newsletter. She expressed gratitude to the Assistant Clerk on the production of this Newsletter and for all the work she had done to make the Fayre Day a success.</li> <li>5. <b>Councillor Woodard</b> had attended the Working group on 9 August.</li> </ol>
<b>18/109</b>	<p><b>GOVERNANCE</b></p> <p><b>MONTHLY FINANCIAL STATEMENTS JULY 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 31 July 2017.</li> <li>3. It was resolved to approve budgetary control report and earmarked reserves report. It was asked if the figure in reserves was that held in the bank. The Clerk confirmed the bank balance included the reserves plus cash-flow for expenditure to end of year.</li> <li>4. It was noted that internal checks for June had been carried out by Cllr Dick with no issues raised. It was agreed that Councillor Rochester would undertake the internal checks for July 2017.</li> </ol>
<b>18/110</b>	<p><b>DONATION</b></p> <p>Pegswood with Bothal WI had provided additional information regarding their event for World Kindness Day on 13 November. Councillors were unanimous in approving a £92 donation towards the event costs.</p>
<b>18/111</b>	<p><b>WORKING GROUP OF 9 AUGUST 2017</b></p> <p>The recommendations of the working group were received and the following resolutions unanimously approved:</p> <ol style="list-style-type: none"> <li>I. <u>Revised Grants &amp; Donations Policy</u> – draft document approved with minor text amendment and adopted for applications from 2018 and beyond.</li> <li>II. <u>Switch banking services to TSB</u> – this was agreed in view of the savings in charges and provision of local branch services. The Clerk would commence the changeover when considered suitable.</li> <li>III. <u>Revised payment and internal audit processes</u> – it was resolved to adopt a Clerks solely payment authority for cheque and internet</li> </ol>

	<p>banking payments. In the main, this would be the Clerk and Assistant Clerk processing and authorising respectively. The Chairman would be required as an authoriser for payments to enable continuity in the absence of one of the Clerks. Three councillors would be given access to view only permission via internet banking. The nominated councillor for internal checks would carry out a 100% check of all payments and the bank reconciliation, reporting to full Council at the monthly meeting. The Clerk would apply for internet banking at the earliest convenience and once 'live', the new processes would be adopted.</p> <p>IV. <u>Revised Appraisals Policy</u> – draft document approved and would be immediately adopted.</p> <p>V. <u>Councillors Packs</u> – it was agreed that the latest version be issued electronically to all Councillors.</p>
<p>18/112</p> <p>18/113</p> <p>18/114</p>	<p><b>PLANNING &amp; TRANSPORT</b>  <b>PLANNING APPLICATION CONSULTATIONS</b>                  It was noted that application <b>17/02116/FUL</b> regarding a single storey extension to the front of 30 Castle Way had been granted.                  Application <b>17/01859/CCD</b> for the installation of fire training facility at Pegswood Fire Station was on the agenda of Castle Morpeth Area Committee.                  Longhirst Golf Club had informed the Parish Council that they had been in dialogue with the resident on Hebron Road and Councillor Towns regarding their holiday homes proposal. They would be discussing an appeal with Mark Kettley (Head of Planning) against the planning decision.</p> <p><b>PLANNING ENFORCEMENT ISSUES</b>  <b>17/00691/NOAPLN</b> regarding the residential development on Hebron Road had been confirmed as being built in accordance with approved plans.</p> <p><b>LOCAL TRANSPORT PROGRAMME 2018-19</b>                  The recommendation of the working group of 9 August was approved and the following three priorities would be submitted:</p> <ol style="list-style-type: none"> <li>1) Introduce 20mph speed limit throughout the village</li> <li>2) "Your Speed" signs be placed at all road entrances into the village. In addition the Clerk would investigate the differing range of signs and their relative costs.</li> <li>3) A programme of road safety measures to be rolled out in dialogue with the Parish Council</li> </ol>
<p>18/115</p>	<p><b>ENVIRONMENT</b>  <b>JULIET OAKLEY ACTIVITY AREA &amp; SKATE PARK</b>                  The Clerk had carried out a site visit with the grounds maintenance contractor to discuss the actions required following the RoSPA inspection. It was noted that the replenishment of sand and bark would be undertaken after the Summer Holidays. Two schemes for cost comparison would be proposed to remedy the wear to the mound at the bridge. Grass cutting around the Skate Park would likely overrun to schedule by 8 cuts therefore,</p>

	<p>the maintenance contract would be reviewed early 2018. The repairs and maintenance contractor would carry out the actions on the play equipment. Councillor Willcox had received a request to extend the Skate Park and this would be referred to a working group.</p> <p>There were two reports of broken bins; (1) bus stop opposite Social Club and (2) Skate Park. The repairs would be affected by our contractor.</p>
<b>18/116</b>	<p><b>COMMUNICATIONS</b></p> <p><b>POST FAYRE DAY NEWSLETTER</b></p> <p>It was confirmed that this would be delivered w/c 28 August and noted that to meet schedule the agent could not provide dedicated delivery. The issue was 8 pages containing photographs of the day plus upcoming village events.</p>
<b>18/117</b>	<p><b>COMMUNITY LIAISON GROUP</b></p> <p>The inaugural meeting would be 12 September 2017 starting at 6pm at the Parish Office. Purpose of the group would be networking opportunity, a mutual support mechanism and to produce a village events calendar.</p>
<b>18/118</b>	<p><b>'ROBIN' ANNIVERSARY</b></p> <p>It was noted that it would be the 10<sup>th</sup> Anniversary of the unveiling of 'Fire' (affectionately known as "Robin of Pegswood") in September 2019 and the working group of 9 August recommended celebrating the occasion with a pictorial calendar. It was agreed to progress this and consider other merchandise. It would be referred to a further working group to investigate costs.</p>
<b>18/119</b>	<p><b>URGENT BUSINESS</b></p> <p><b>JOAA FENCING</b></p> <p>It was suggested to have additional fencing around the play area to discourage dogs entering and consider what could be done to prevent owners bringing their dogs into the park. This would be referred to working group to examine options.</p>
<b>18/120</b>	<p><b>NALC AGM</b></p> <p>Councillor Woodard advised this would take place on Saturday 7 October at the Hub from 10am.</p>
<b>18/121</b>	<p><b>PARISH COUNCIL CALENDAR</b></p> <p>It was suggested that this would be a useful tool for meetings and the Clerk advised that this could be produced when the new IT system was in place.</p>
<b>18/122</b>	<p><b>BIG CLEAN CERTIFICATES</b></p> <p>These were ready to issue to the Beavers who volunteered on 8 July and Councillor Sambrook would be able to present on 11 September should the Chairman not be available.</p>
<b>18/123</b>	<p><b>NEXT MEETING</b></p> <p>It was agreed that the next meeting be held on 25 September 2017 at 6.00pm.</p>

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

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

Date: 02/08/2017		Pegswood Parish Council R&P 2016/2017				Page: 141		
Time: 10:01		Cashbook 1				User: KC		
		UNITY TRUST Current Account				For Month No: 4		
<b>Receipts for Month 4</b>		<b>Nominal Ledger Analysis</b>						
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		146,754.94					146,754.94	
INC 17/008	Banked: 19/07/2017	326.00						
INC 17/008	Cash	326.00			1801	808	326.00	Fayre Day Collection
<b>Total Receipts for Month</b>		326.00	0.00	0.00			326.00	
<b>Cashbook Totals</b>		147,080.94	0.00	0.00			147,080.94	

Date: 02/08/2017		Pegswood Parish Council R&P 2016/2017				Page: 142			
Time: 10:01		Cashbook 1				User: KC			
		UNITY TRUST Current Account				For Month No: 4			
<b>Payments for Month 4</b>		<b>Nominal Ledger Analysis</b>							
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
03/07/2017	S Anderson	302090	26.00			4150	105	26.00	Cleaning June
10/07/2017	Groundwork North East	DD	359.42			4100	105	164.04	Rent/service/hire July
						4170	105	160.38	Rent/service/hire July
						4190	105	15.00	Rent/service/hire July
10/07/2017	All Seasons	DD	605.63			4702	205	375.00	Grounds maintenance July
						4702	201	230.63	Grounds maintenance July
10/07/2017	Thru Yor Door	302102	81.62			4420	108	81.62	Summer newsletter delivery
10/07/2017	Kenneth Phillipson	302103	60.00			4189	503	60.00	Music provision 'Loose Change'
10/07/2017	Phillips Design Ltd	302104	384.00		64.00	4189	503	320.00	4 x show banners
10/07/2017	Clearchannel UK Ltd	302105	88.73		14.79	4820	301	73.94	Bus shelter repair
10/07/2017	Lloyds Bank	DD	3.00			4550	111	3.00	Card fee July
10/07/2017	ABS Business Supplies	302106	110.11		18.35	4155	111	91.76	Stationery
10/07/2017	Sanders Plant & Waste	302107	576.00		96.00	4710	201	480.00	Skip hire x 4
11/07/2017	Total Business Group	302108	59.83		9.97	4481	108	49.86	Hosted exchange June-Aug
11/07/2017	Northumberland County Council	DD	2,436.08		2.05	4000	101	2,283.25	June Payroll
						4001	101	140.53	June Payroll
						4702	101	10.25	June Payroll
11/07/2017	Nest Pensions	DD	214.06			4002	101	118.92	June Pension
						4000	101	95.14	June Pension
18/07/2017	Enterprise Van Hire	302109	133.78		22.30	4189	503	111.48	Van hire
18/07/2017	MRH Retail	302109	8.78		1.47	4189	503	7.31	Petrol
20/07/2017	ABS Business Supplies	302110	12.00		2.00	4155	111	10.00	Stationery
20/07/2017	Station Entertainments Ltd	302111	185.00			4189	503	185.00	PA System
20/07/2017	Wyevalie Garden Centres	302112	354.80		59.13	4710	201	295.67	Planter maintenance June
<b>Total Payments for Month</b>			5,699.04	0.00	290.06			5,408.98	
<b>Balance Carried Fwd</b>			141,381.90						
<b>Cashbook Totals</b>			147,080.94	0.00	290.06			146,790.88	

Date: 02/08/2017		Pegswood Parish Council R&P 2016/2017						Page: 117	
Time: 10:01		Cashbook 3						User: KC	
		Petty Cash						For Month No: 4	
<b>Receipts for Month 4</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 :		11.81					11.81		
PC1707/004	Banked: 17/07/2017	75.25							
PC1707/004	Cash	75.25			1800	808	75.25	Fayre day receipts	
<b>Total Receipts for Month</b>		75.25	0.00	0.00			75.25		
<b>Cashbook Totals</b>		87.06	0.00	0.00			87.06		

Date: 02/08/2017		Pegswood Parish Council R&P 2016/2017						Page: 118	
Time: 10:01		Cashbook 3						User: KC	
		Petty Cash						For Month No: 4	
<b>Payments for Month 4</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>
08/07/2017	Aldi Stores	PETTY CASH	4.53		0.62	4155	111	3.91	Volunteer refreshments
15/07/2017	Glenton's bakery	PETTY CASH	25.80			4155	111	25.80	Volunteer refreshments
<b>Total Payments for Month</b>			30.33	0.00	0.62			29.71	
<b>Balance Carried Fwd</b>			56.73						
<b>Cashbook Totals</b>			87.06	0.00	0.62			86.44	