

<p>Parish Council Meeting held on Monday 30 October 2017 at 6.00pm</p>

Public Session

No public in attendance.

Minutes

Present	<p>Councillor Paul Williams (Chair) Councillor Mark Rochester Councillor Yvonne Mallon Councillor David Woodard Councillor Alan Sambrook Clerk: Kevin Cassie Asst Parish Clerk: Susan Lonsdale</p>
18/143	<p>APOLOGIES FOR ABSENCE Councillors Willcox and Dick gave apologies for absence due to work commitments and Councillor Proud was on holiday.</p>
18/144	<p>DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION Councillors Rochester and Woodard declared their interests for their two respective organisations (PWBWI and The Hub) under agenda item 18/152</p>
18/145	<p>POLICE REPORT PCSOs Beavers rang during the meeting to give apologies due to an incident call out.</p>
18/146	<p>MINUTES OF LAST MEETING The minutes of 25 September 2017 were approved as a true record.</p>
18/147	<p>CLERK'S REPORT</p> <ol style="list-style-type: none"> 1. Delays with completion of the modernisation of the street lighting due to the sub-contractor becoming insolvent were noted. It was expected that the programme would re-commence in November. 2. NCC had advised of a request to re-site the metal benches to the North and South side of the Welfare Park. There were no objections to the re-location. 3. The review of NCC policy on unauthorised obstructions in the highway was noted and resolved no comments to make. 4. Proposal by NCC to transfer responsibility to Parish Councils to revise and publish bus timetables in their jurisdiction were considered. It was felt that further detail was required on the practical element of the task in addition to Nexus role in the public service. The Clerks were asked to obtain this information and what the actual cost would be to the Parish before the Council could comment on the proposal. 5. The bulletin from NALC was noted and the Clerk advised that NCC had confirmed there would be no transfer of services in 2018/19. 6. Minutes of NALC AGM were noted, in particular the 1.99% rise in subscription rates. 7. It was noted that the grant application to the Community Foundation for £20,000 towards the Central Gardens Project had been

	<p>unsuccessful. Two other applications were awaiting decisions and further funding opportunities were being explored.</p> <p>8. The monthly issues log was received.</p>
18/148	<p>MEMBERS REPORTS</p> <ol style="list-style-type: none"> 1. Chairman had attended the Big Clean, Bulb Planting and NALC AGM. He had also met with the Chair of The Hub. 2. County Councillor Towns advised that work on pavements and pot holes at Hebron Avenue had commenced. The road improvements at Charles/William/Edward and John Street were scheduled for March 2018. From his Small Grants Scheme he had given an award of £2,000 to The Hub towards new computers. He had also received mixed messages regarding Broadband Service in the village and he would report the comments to the INorthumberland Team. 3. Councillor Sambrook provided three reports from the Town & Parish Council meeting, NALC AGM and Castle Morpeth Area Meeting. He had attended the Calendar Sub-group, Big Clean, Bulb Planting and Planning Committee. 4. Councillor Mallon had attended the Calendar sub- group and Planning Committee in addition to carrying out JOAA Inspections. 5. Councillor Woodard had attended NALC AGM and Planning Committee. 6. Councillor Rochester had attended the Big Clean, Bulb Planting and Planning Committee.
18/149	<p>GOVERNANCE</p> <p>MONTHLY FINANCIAL STATEMENTS SEPTEMBER 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 September 2017. 3. It was resolved to approve budgetary control report and earmarked reserves report. 4. It was noted that internal checks for August had been carried out with no issues raised. It was agreed that Councillor Rochester would undertake the internal checks for September 2017. <p>Councillor Mallon enquired as to the internal finance training and the Clerk suggested this be added to the proposed Working Group on 14 November. Councillor Sambrook advised that he had not yet received a letter from Unity regarding Internet Banking access.</p>
18/150	<p>EXTERNAL AUDIT FOR YEAR ENDING 31 MARCH 2017</p> <p>It was resolved to approve and accept the completion of the external audit for 2016/2017 and acknowledged there were no issues raised.</p>
18/151	<p>DONATION REQUESTS</p> <p>The Parish Council resolved to approve £100 donation to each of the following requests:</p> <ul style="list-style-type: none"> ➤ Great North Air Ambulance ➤ Community Action Northumberland

<p>18/152</p>	<p>GRANTS AND SUBSIDIES FOR 2018/19 It was resolved to approve the recommendations of the Working Group as follows: <u>Grants</u></p> <ol style="list-style-type: none"> 1. PWBWI (on behalf of “Peace in Our Time” Group) award of maximum £2200.00 to be issued on project confirmation and subject to final cost analysis. 2. Friends of Pegswood Community Woods award of £1350.00 for Heritage Event 2018. 3. Pegswood Primary award of £3000.00 towards Stage A of their project with caveats that the grant be spent on play equipment only and balance of project costs secured. The funds would be held in abeyance till all funding secured or end of March 2019, whichever fell soonest. 4. Application from The Hub rejected on the basis of lack of evidence for proposed project need. <p><u>Subsidies</u></p> <ol style="list-style-type: none"> 1. PWBWI approved £800.00pa for two years and review for year 3. 2. The Hub approved £1000.00 for first year and review for year 2. 3. Wansbeck Valley Food Bank approved £800.00pa for two year and review for year 3. 4. Beekeepers Association approved £1000.00 for first year (with Clerks maintaining contact and support to this newly established organisation) and review for year 2. 5. 4th Morpeth Scout Group approved £825.00pa for two years and review for year 3.
<p>18/153</p>	<p>OFFICE OPENING DURING FESTIVE HOLIDAYS 2017 It was agreed to extend the closure of the office until 8 January 2018.</p>
<p>18/154</p>	<p>BUDGET/PRECEPT WORKING GROUP It was agreed to hold a Working group on Tuesday 14 November at 6pm.</p>
<p>18/155</p>	<p>PLANNING & TRANSPORT PLANNING APPLICATION CONSULTATIONS The minutes of the Planning Committee of 24 October 2017 were noted and approved. Discussion took place on speeding issues on the main road through the village and Councillor Towns offered to arrange a meeting with Highways to examine options.</p>
<p>18/156</p>	<p>ENVIRONMENT ENVIRONMENTAL WORKS PROGRAMME The Clerk provided briefing notes on works programmes developed from recommendations made at the Working Group on 3 October. The following resolutions were made:</p> <ol style="list-style-type: none"> 1. <u>Village Planters</u> – it was approved to commit capital expenditure ~£2400 and annual maintenance of ~£500 subject to first establishing a watering contract. Frequency and a starting date

	<p>would be considered and the Clerks would investigate costs. The Assistant Clerk left the meeting at 19.45 due to other commitment.</p> <ol style="list-style-type: none"> 2. <u>Ribbon of Poppies</u> – it was approved to carry out wildflower planting (similar to ribbon of Poppies National Plan) at estimated cost of £600 with £200 annual maintenance. 3. <u>Green Lane (between Bothal Court and Beaumont Park)</u> – Option A (mesh) was approved to improve this strip of land at a cost ~£2000 plus £500 annual maintenance subject to establishing land ownership. Councillor Towns offered to check the Land Registry files and advise. Letters would be distributed to nearby residents to advise of the proposals. 4. <u>Remedial Work on the Mound</u> – expenditure of ~£500 was ratified by Council for the remedial work. 5. <u>Dog Friendly Area at JOAA</u> – Option 1 location for fencing was agreed and costs of £2,300 approved plus purchase of picnic table, bench and signage ~£1000.
<p>18/157</p>	<p>CHRISTMAS TREE The recommendation of the Working Group of 12 October to purchase a temporary replacement Christmas Tree was approved.</p>
<p>18/158</p>	<p>CHAPEL MEMORIAL GARDEN The recommendation of the Working group of 3 October to pay for paving that would allow wheelchair access to the Memorial Garden plus a memorial bench was approved up to a cost of £1200.</p>
<p>18/159</p>	<p>ADDITIONAL LITTER PICK EQUIPMENT It was resolved to purchase a further 10 litter pickers and 10 hoop sack rings at a cost of £200.</p>
<p>18/160</p>	<p>COMMUNICATIONS AUTUMN RESDIENTS SURVEY The format, content and delivery mechanism for the survey was agreed as per the recommendation of the Working group of 3 October.</p>
<p>18/161</p>	<p>ROBIN ANNIVERSARY Proposals set out by the working group of 12 October were approved and the costs of merchandise ~£1,500 agreed (which would be recouped from sales).</p>
<p>18/162</p>	<p>PARISH MAGAZINE FORMAT The recommendation of the working group of 3 October to change to A5 format was agreed.</p>
<p>18/163</p>	<p>REMEMBRANCE DAY 2018 It was agreed to provide a mini-bus service to St Andrews, Bothal for next year's Remembrance Service.</p>

18/164	FAYRE COMMITTEE The minutes of the meeting on 7 October 2017 were received.
18/165	ASSISTANT CLERK'S HOURS It was resolved to approve the recommendation of the working group of 3 October to increase the weekly hours of the Assistant Clerk by 2 hours to 20 per week, effective from 1 November 2017.
18/166	URGENT BUSINESS DeWALDEN TERRACE It was considered that the roads and paving in this area were in a poor state and this would be reported to NCC.
18/167	DOG FOULING Spraying fouled areas was suggested as a measure to highlight offences but NCC had advised against this action (as the colour attracted children and the paint inhibited degradation) and the Parish Council agreed.
18/168	NCVA AGM The invitation to attend this on 20 November was noted.
18/169	MAPPING SOFTWARE It was agreed to end the contract with Pear Technology and purchase an online facility as/when needed.
18/170	NEXT MEETING It was agreed that the next meeting be held on 27 November 2017 at 6.00pm.

Minutes Approved by: _____

Date: _____

Date: 04/10/2017

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Cashbook 1

User: KC

UNITY TRUST Current Account

For Month No: 6

Receipts for Month 6

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 :		133,042.03					133,042.03	
INC17/010	Banked: 13/09/2017	750.00						
INC17/010	Pegswood Allotments Assc	750.00			1081	601	750.00	Rent 2017/2018
INC17/011	Banked: 13/09/2017	53,800.00						
INC17/011	Northumberland County Council	53,800.00			1900	810	53,800.00	Precept 2nd tranche
Total Receipts for Month		54,550.00	0.00	0.00			54,550.00	
Cashbook Totals		<u>187,592.03</u>	<u>0.00</u>	<u>0.00</u>			<u>187,592.03</u>	

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		UNITY TRUST Current Account				For Month No: 6			
Payments for Month 6				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
05/09/2017	Groundwork North East	DD	344.42			4100	105	164.04	Rent/Service Chg Sept
						4170	105	180.38	Rent/Service Chg Sept
05/09/2017	All Seasons	DD	605.63			4702	205	375.00	Grounds maintenance Sept
						4702	201	230.63	Grounds maintenance Sept
05/09/2017	Total Business Group	302127	21.60		3.60	4481	108	18.00	Spam filter Sept-Feb
05/09/2017	Public Works Loan Board	DD	1,796.86			4999	205	1,796.86	Loan repayment
05/09/2017	Information Commissioner's Off	DD	35.00			4450	111	35.00	DPA registration
05/09/2017	SLCC Enterprises Ltd	302128	139.00			4071	101	139.00	Membership S Lonsdale
06/09/2017	ABS Business Supplies	302129	163.30		27.22	4155	111	136.08	Stationery
07/09/2017	Northumberland County Council	DD	2,436.08		2.05	4000	101	2,283.25	Payroll August
						4001	101	140.53	Payroll August
						4702	101	10.25	Payroll August
07/09/2017	Nest pensions	DD	214.06			4000	101	95.14	Pension August
						4002	101	118.92	Pension August
11/09/2017	Lloyds Bank	DD	3.00			4550	111	3.00	Card fee September
14/09/2017	British Telecom Ltd	DD	53.09		8.85	4440	108	44.24	Business bill Sept-Nov
14/09/2017	Carrs Billington	302130	26.70		4.45	4155	111	22.25	Rope coil
14/09/2017	Carrs Billington	302130	28.80		4.80	4155	111	24.00	Washers
18/09/2017	Marty's	PETTY CASH	5.00			4155	111	5.00	Award engraving
18/09/2017	Marty's	PETTY CASH	-5.00			4155	111	-5.00	Award engraving
19/09/2017	AG Rochester	302131	600.00			4800	301	300.00	Quarterly manitenance +extra
						4705	205	60.00	Quarterly manitenance +extra
						4708	205	195.00	Quarterly manitenance +extra
						4820	301	45.00	Quarterly manitenance +extra
25/09/2017	Kompan Scotland Ltd	302132	40.80		6.80	4708	205	34.00	Swing parts
30/09/2017	Unity Trust	DD	26.40			4550	111	26.40	Bank Charges
30/09/2017	Co-operative Group Ltd	PETTY CASH	2.50			4155	111	2.50	Milk for month
30/09/2017	Co-operative Group Ltd	PETTY CASH	-2.50			4155	111	-2.50	Milk for month
02/10/2017	Cancelled cheque	302118	-26.00			4150	105	-26.00	Cancelled cheque
02/10/2017	S Anderson	302133	78.00			4150	105	78.00	Cleaning July-Sept
02/10/2017	K Cassie	302134	33.30			4040	101	33.30	Mileage July - Sept
02/10/2017	S Lonsdale	302135	50.40			4040	101	50.40	Mileage July - Sept
02/10/2017	S Lonsdale	302136	480.00		80.00	4580	111	400.00	External Audit
02/10/2017	S Lonsdale	302136	-480.00		-80.00	4580	111	-400.00	External Audit
02/10/2017	BDO LLP	302136	480.00		80.00	4580	111	400.00	External Audit
Total Payments for Month			7,150.64	0.00	137.77			7,012.87	
Balance Carried Fwd			180,441.39						
Cashbook Totals			187,592.03	0.00	137.77			167,454.26	

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Cashbook 3

User: KC

Petty Cash

For Month No: 6

Receipts for Month 6			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 :		56.73					56.73		
PC1709/005	Banked: 10/09/2017	10.00							
PC1709/005	cash	10.00			1801	808	10.00	Book sale	
Total Receipts for Month		10.00	0.00	0.00			10.00		
Cashbook Totals		<u>66.73</u>	<u>0.00</u>	<u>0.00</u>			<u>66.73</u>		

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Cashbook 3

User: KC

Petty Cash

For Month No: 6

Payments for Month 6			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>
18/09/2017	Marty's	PETTY CASH	5.00			4155	111	5.00	Award engraving
30/09/2017	Co-operative Group Ltd	PETTY CASH	2.50			4155	111	2.50	Milk for month
Total Payments for Month			7.50	0.00	0.00			7.50	
Balance Carried Fwd			59.23						
Cashbook Totals			<u>66.73</u>	<u>0.00</u>	<u>0.00</u>			<u>66.73</u>	